



14-00000  
S-E-C-R-E-T  
(When Filled in)

TERM

11-3070

27 April 1971

60  
73-39  
B60

MEMORANDUM FOR: Chief, Transactions & Records Branch,  
Control Division, Office of Personnel

SUBJECT : Custody of Honor and Merit Award presented to  
Mr. Boris D. Tarasoff

Because of security restrictions, the Honor and Merit  
Awards Board is acting as custodian of the subject's Honor  
Award and related papers listed below:

Certificate of Merit

When security restrictions no longer prevail, the Awardee  
may obtain his award by calling the Executive Secretary.

*Ellin B. Glenn*

Ellin B. Glenn  
Executive Secretary  
Honor and Merit Awards Board

Distribution:

- Original - Subject's OFF (No. 019-77)  
1 - C/WH Support Staff  
1 - HMAB Case File

S-E-C-R-E-T

ADMINISTRATIVE - INTERNAL USE ONLY

Ad. 70

3/20/61

MEMORANDUM FOR: Mr. Doris D. Terasoff  
THROUGH : Deputy Director for Plans  
THROUGH : Chief, HR Division  
SUBJECT : Certificate of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.

2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony.

3. Invitations to the ceremony will be extended by the Secretary, Honor and Merit Awards Board, Office of Personnel, Extension 367. Please send to that Office the names and phone numbers of the guests you would like to have invited, and indicate any dates on which you will not be available for such a ceremony.

RE: HONOR AND MERIT AWARDS BOARD

ROBERT M. GAYNOR  
Recorder

Honor and Merit Awards Board

Distribution:

Orig - Addressee

1 - C/WH

1 - D/Pers Reader Chrono/OPF

1 - Sec't, HMAB

1 - Recorder, HMAB

ADMINISTRATIVE - INTERNAL USE ONLY

SECRET

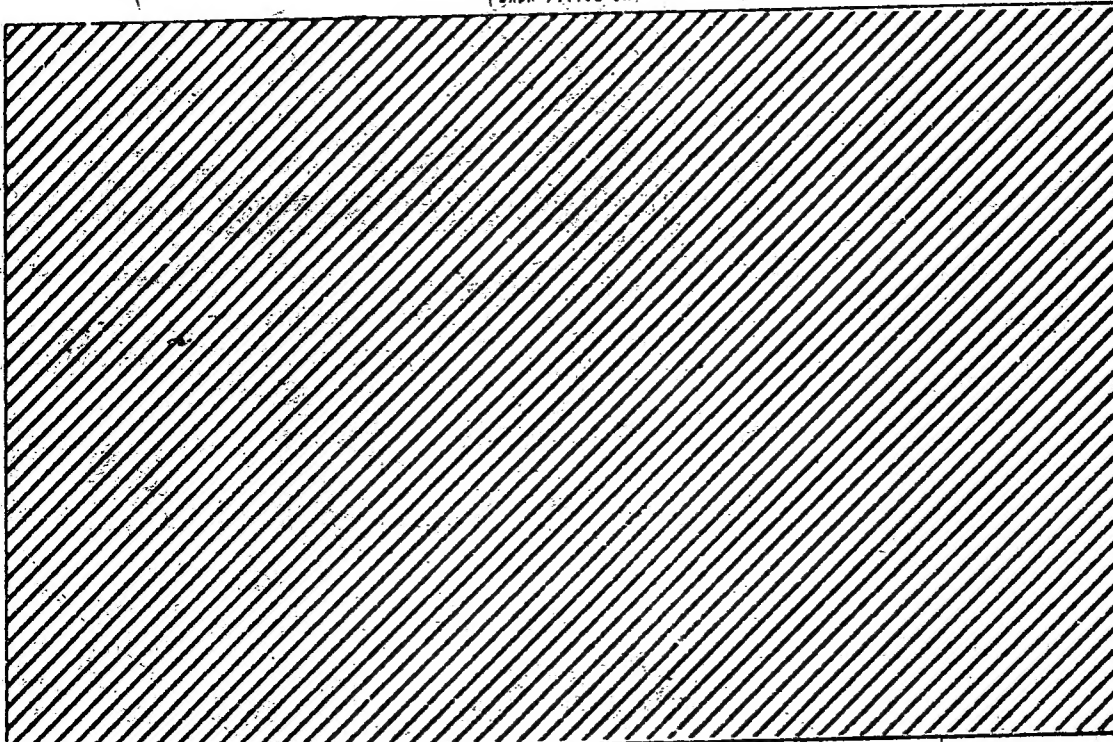
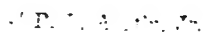
(If New Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 019477				2. NAME (Last-First-Middle) James H. Perry D.	
3. NATURE OF PERSONNEL ACTION RETIREMENT (MANDATORY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 11 30 70	
5. CATEGORY OF EMPLOYMENT REGULAR				6. LEGAL AUTHORITY (Completed by Office of Personnel) 42. 88-643 Sect. 235c	
7. FUNDS V TO V C TO V		8. FINANCIAL ANALYSIS NO. CHARGEABLE 1135 0990		9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION	
10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0489	
13. CAREER SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (G.S. I.B. #N.) GS		15. OCCUPATIONAL SERIES 0136.01	
16. GRADE AND STEP 12 5		17. SALARY OR RATE \$ 16,084		18. REMARKS  Not recommended for Foreign Reserve List  1 - Finance	
19A. SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold C/WH/Pers		DATE SIGNED 4 Nov 70		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Charles J. Taylor 47 Nov 70	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. MOOTHS CODE 3
25. DATE OF BIRTH MO. DA. YR. 11 12 08		26. DATA OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 1-ESC 2-ORCA 3-FICA 4-PORT		30. RETIREMENT DATA CODE	
31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.	
34. SEX		35. VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		36. SERV. COMP. DATE MO. DA. YR.	
37. LONG COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAR RES. PROV. TEMP		39. FEGLI HEALTH INSURANCE CODE 0-WAITER 1-YES	
40. SOCIAL SECURITY NO.		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO		45. POSITION CONTROL CERTIFICATION 11-5 70 W	
46. OP APPROVAL Dew H. Fuster-Perry		DATE APPROVED 1.05/70			

SECRET

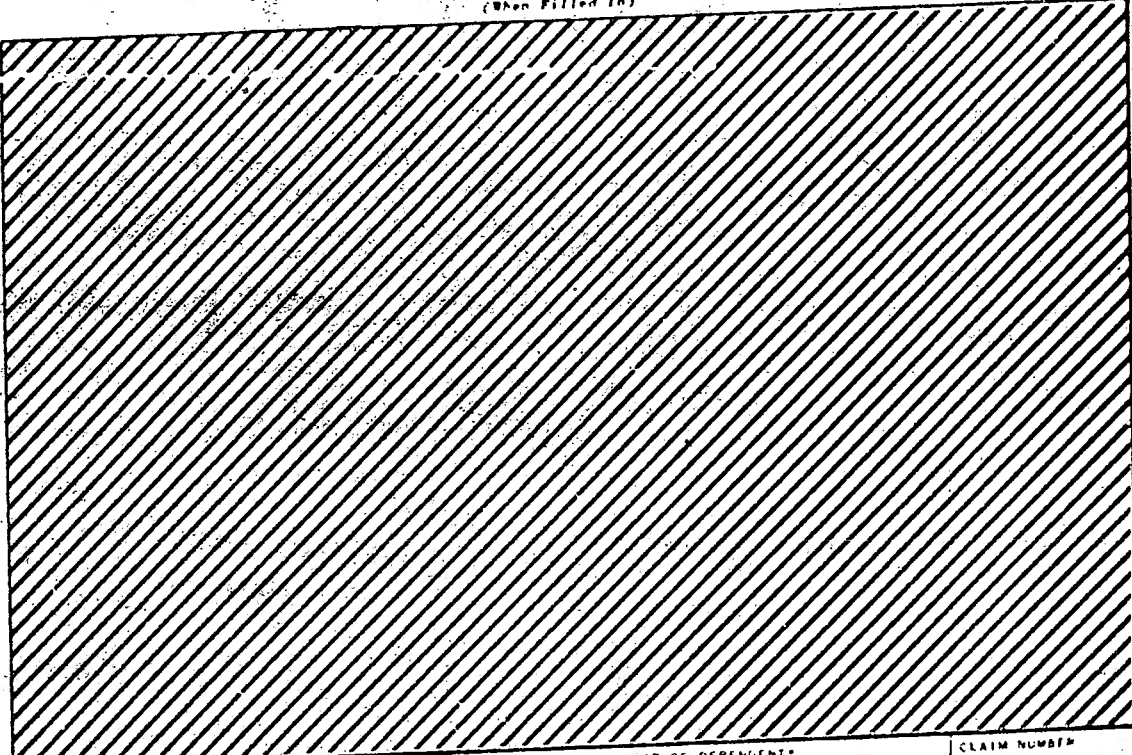
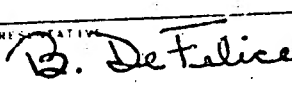


SECRET  
(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Tarasoff, Boris	Self	70-0502
<p>There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>2 Jan 69-5 Oct 69</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE	
14 January 1970		
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

SECRET

(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Tarasoff, Boris	Wife-Anna	69-0264
<p>There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>22 June 1967</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE	SIGNATURE OF BSO REPRESENTATIVE	
25 September 1967		
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

SECRET

(If App. Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 019477				2. NAME (Last-First-Middle) Hans, Bernd	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 10 67		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V	V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE 8135 0990		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION			10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0489 HXXH		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, L.R., etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 3		17. SALARY OR RATE \$ 11685
18. REMARKS  FROM: SAME/0418 <del>TO: [REDACTED]</del>  1 - Finance  [Signature] Henry L. Berthold C/WH/Personnel					
19. SIGNATURE OF REQUESTING OFFICER DATE SIGNED 25 August					
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER DATE SIGNED [Signature]					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 26624 ALPHABETIC VH	22. STATION CODE 45075	23. INITIATE CODE	24. HOOBES CODE 3
25. DATE OF BIRTH MO. DA. YR. 11 22 68	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEE MO. DA. YR.	28. DATE OF LEE MO. DA. YR.	29. DATE OF LEE MO. DA. YR.	30. DATE OF LEE MO. DA. YR.
31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.	34. SEX	35. VER. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.	36. SERV. COMP. DATE MO. DA. YR.
37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR. RES. TEMP.	39. FEDERAL HEALTH INSURANCE CODE 0-NONE 1-YES	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NONE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	45. POSITION CONTROL CERTIFICATION	46. OP APPROVAL Dow H. Luntcher /	47. DATE APPROVED 6 Sept 67	48. DATE APPROVED

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

SECRET

2 AUG 1967

MEMORANDUM FOR: Director of Personnel

THROUGH : DDP/OP *Tarasoff, Boris D*  
SUBJECT : ~~██████████~~  
Request for Early Home Leave

1. In accordance with HR 20-30b(3), it is requested that approval be granted for ~~██████████~~ ~~██████████~~ to begin home leave short of tour.

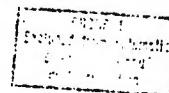
2. ~~██████████~~ has been ~~██████████~~ in Mexico City since 5 June 1963. He last returned from home leave on 13 January 1966 but because his wife's parents are in very poor health, the Station has requested on his behalf that the date of his home leave be advanced to 23 September 1967.

3. The Station and ~~██████████~~ are aware of the requirements to extend his next tour in Mexico City by the number of days his present tour will be reduced.

4. ~~██████████~~, a participant in the CIA Retirement and Disability System, will reach mandatory retirement age in November 1968. At that time he will be converted to contract employee status in order that the Division may retain his unique skills. (There is a continuing requirement for ~~██████████~~' services as the Station's Russian and Spanish translator which could not be met as effectively by the utilization of other personnel.)

5. If this request is approved, please coordinate on the attached cable to Mexico City.

SECRET



14-00000  
**SECRET**

*Tarascio, Ross D.*  
**SUBJECT: ~~Tarascio, Ross D.~~, Request for Early Home Leave**

*William V. Broe*  
**William V. Broe  
Chief  
Western Hemisphere Division**

**Attachment:  
Bio Profile**

**CONCUR:**

*Thos H. Luskam*  
**A DDP/OP**

*3 Aug 1967*  
**Date**

**APPROVED:**

*Bob Bond*  
**Director of Personnel**

*3 Aug 67*  
**Date**

**SECRET**

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

OP-865

SUBJECT: (Optional)

FROM:

Patricia P. MacDougall  
WH/Personnel 3D5309

EXTENSION

6815

NO.

DATE

1 August 1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/WH/Personnel

2.

C/WH/1 3B4403

3.

SB/Pers 5B4804

4.

C/WH/SS 3D3102

5.

C/WHD 3D3107

2 AUG 1967

6.

Mr. Collins  
CSPS/AP GG10

3 Aug. '67

7.

8.

9.

10.

DDP/OP 3C29

3 AUG 1967

3 Aug

11.

12.

D/Pers 5E56

13.

WH/Pers  
3D5309

14.

C/WHD 3D3107

15.

Call Linda  
x 4516

Hand Carry

Subject has had  
24 months continuous  
service in Mexico since  
6 September 1960.  
C C S has no objection  
6 to 10. This is in  
accord with the agreement  
you reached discussing  
this with Chief, WH.

6 to 10 + 12.  
Recommend approval.  
Signed in Collins

FORM 3-62 610 USE PREVIOUS EDITIONS

☐ SECRET☐ CONFIDENTIAL☐ INTERNAL  
USE ONLY☐ UNCLASSIFIED

MEMO FOR THE DIRECTOR  
 FROM: MR. PERSONNEL  
 NO. 8815  
 DATE: 1 AUGUST 1967

MESSAGE FORM  
 TOTAL COPIES: 14

**SECRET**

CASUAL SECRETARIAT DISSEMINATION

BY: 30 PER: \_\_\_\_\_

CONV: CWH6 ☐ NO COPY

☐ INDEX ☐ CUSTODY ☐ RETURN TO: \_\_\_\_\_ ☐ FILE NO. \_\_\_\_\_  
☐ NO INDEX ☐ FILE IN CS FILE NO. \_\_\_\_\_

FILE NO. V1 C/OSSER, D/OO, C/CCS3, C/KSPS

**SECRET**

CITE DIRECTOR 23160

TO: MEXICO CITY  
 NYBAT/

REFS: A. MEMO-7717  
 B. FR 20-145 (3)  
 C. HUNT-7964

1. DIRECTOR OF PERSONNEL APPROVES REF A REQUEST FOR HOME LEAVE SHORT OF TOUR. NEXT TOUR WILL BE EXTENDED BY NUMBER DAYS PRESENT TOUR SHORTENED.

2. HQS HAS DECIDED NOT TO GRANT EXCEPTION RETURNING FEINGLASS TO CIVIL SERVICE RETIREMENT EE SYSTEM BUT INSTEAD PLANS HIS USE AS A CONTRACT EMPLOYEE FOLLOWING RETIREMENT UNDER AGENCY SYSTEM IN NOVEMBER 1968. (SEE ED-5495 RE EMPLOYMENT OF ANNUITANTS)

3. WILL ADVISE RE TDY REPLACEMENT AND EXACT TIMING.

//END OF MESSAGE//

Mr. (C/WH/SS) 16412  
 will file TDYer.

T/S/PERS 322

DDP/OO 11/11/67

C/CCS3 11/11/67

C/WH/1 11/11/67

C/WH PERS 11/11/67

WILLIAM V. BROWN  
 C/WH

GEORGE R. THOMPSON  
 C/WH/SS

COORDINATING OFFICE

**SECRET**

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

ADMINISTRATIVE  
 OFFICE

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE PROHIBITED.

COPY NO.

SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
XX13				29 MARCH 1967	
1. SERIAL NUMBER 019477		2. NAME (Last-First-Middle) [REDACTED]			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		6. EFFECTIVE DATE REQUESTED MO. DA. YR. 04 09 67		5. CATEGORY OF EMPLOYMENT REGULAR	
4. FUNDS V TO V CF TO V XXX CF TO CF		7. FINANCIAL ANALYSIS NO CHARGEABLE 7135-0990		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH I MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO			
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0418		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (G.S. I.B. etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 P3	
17. SALARY OR RATE \$ 11306		18. REMARKS FROM: SAME/0400			
1 - Finance					
18A. SIGNATURE OF REQUESTING OFFICIAL Robert D. Cashman Chief, WH Personnel		DATE SIGNED 29 March 1967		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature] 29 April 67	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 37	20. EMPLOY. CODE 10	21. OFFICE CODING NUMERIC 516-2 WH	22. STATION CODE 45075	23. INTEREST CODE 3	24. MONTHS 11/02/68
25. DATE OF BIRTH MO. DA. YR. 11/02/68	26. DATE OF GRADE MO. DA. YR. 11/02/68	27. DATE OF LEI MO. DA. YR. 11/02/68	28. DATE OF GRADE MO. DA. YR. 11/02/68	29. DATE OF GRADE MO. DA. YR. 11/02/68	30. DATE OF GRADE MO. DA. YR. 11/02/68
31. RETIREMENT DATA 1-ESC 2-FIR 3-NCH	32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY RES. NO.	34. SEX	35. VET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT	36. SERV. COMP. DATE MO. DA. YR.
37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE	39. FEGLI HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. DATE APPROVED 04-11-67	46. DATE APPROVED 29 April 67	47. DATE APPROVED 29 April 67	



XXB

SECRET

(If box filled in)

6551

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

12 December 1966

1 SERIAL NUMBER 019477		2 NAME (Last-First-Middle) Jardiff, Meris R.	
3 NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM		4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 18 66	
5 CATEGORY OF EMPLOYMENT REGULAR		6 LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203	
7 FINANCIAL ANALYSIS NO. CHARGEABLE 7135-0990		8 FUND V TO V CF TO V X CF TO CF	
9 ORGANIZATIONAL DESIGNATIONS DDP/WH		10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11 POSITION TITLE		12 POSITION NUMBER	
13 CAREER SERVICE DESIGNATION D		14 CLASSIFICATION SCHEDULE (G.S. L.B. etc.)	
15 OCCUPATIONAL SERIES		16 GRADE AND STEP 12	
17 SALARY OR RATE 5		18 REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.	
18A SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED	
18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC ALPHABETIC	22 STATION CODE
23 INTEGRITY CODE	24 MOOTHS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.
27 DATE OF LEI MO. DA. YR.	28 WTE EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1-ESC 2-PCA 3-NONE CODE 2
31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	33 SECURITY REQ NO	34 SEN
35 NET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT	36 SERV COMP DATE MO. DA. YR.	37 LONG COMP DATE MO. DA. YR.	38 CAREER CATEGORY CODE 0-BEST 1-PROV TEMP
39 FEULT HEALTH INSURANCE CODE 0-WAITER 1-YES	40 SOCIAL SECURITY NO	41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42 LEAVE CAT CODE
43 FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO	44 STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO	45 POSITION CONTROL CERTIFICATION 12-18661N	46 O.P. APPROVAL See memo signed by D/Pers dated 30 Nov 1966
DATE APPROVED			

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1 SERIAL NUMBER 019477						2 NAME (Last-First-Middle) [REDACTED]	
3 NATURE OF PERSONNEL ACTION PROMOTION				4 EFFECTIVE DATE REQUESTED APR 11 65		5 CATEGORY OF EMPLOYMENT REGULAR	
6 FUNDS V TO V CF TO V		V TO CF X CF TO CF		7 COST CENTER NO. CHARGE 5135 0990		8 LEGAL AUTHORITY (Completed by Office of Personnel)	
9 ORGANIZATIONAL DESIGNATIONS DDP/WII BRANCH 3 MEXICO CITY, MEXICO STATION				10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO			
11 POSITION TITLE OPS OFFICER				12 POSITION NUMBER 0400		13 CAREER SERVICE DESIGNATION D	
14 CLASSIFICATION SCHEDULE (GS, E, R, RA, I) GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 12 1		17 SALARY OR RATE \$ 10,250	
18 REMARKS FROM: GS-11.3/\$9,240. TO BE EFFECTIVE 11 APRIL 1965.							
18A. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN C/WII/PERS				DATE SIGNED 4/9/65		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]	
DATE SIGNED 4/9/65							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 51700	22. STATION CODE 45075	23. INTEGRAL CODE 3	24. MONTHS CODE 11	25. DATE OF BIRTH MO. DA. YR. 4 11 65	26. DATE OF GRADE MO. DA. YR. 4 11 65
27. DATE OF LER MO. DA. YR. 4 11 65	28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CSI 2-FILA 3-NONE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA EOD DATA	33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE	39. FEGLI HEALTH INSURANCE CODE 0-WAIVER 1-YES	40. SOCIAL SECURITY NO.	41. STATE TAX DATA	
42. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	43. LEAVE CAT. CODE	44. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO	45. NO. TAX EXEMPTIONS	46. HEALTH INS. CODE	47. NO. TAX STATE CODE	48. DATE APPROVED 9 APR 1965	
49. POSITION CONTROL CERTIFICATION [Signature] 04/09/65				50. OP APPROVAL Joseph B. Pagan BK			

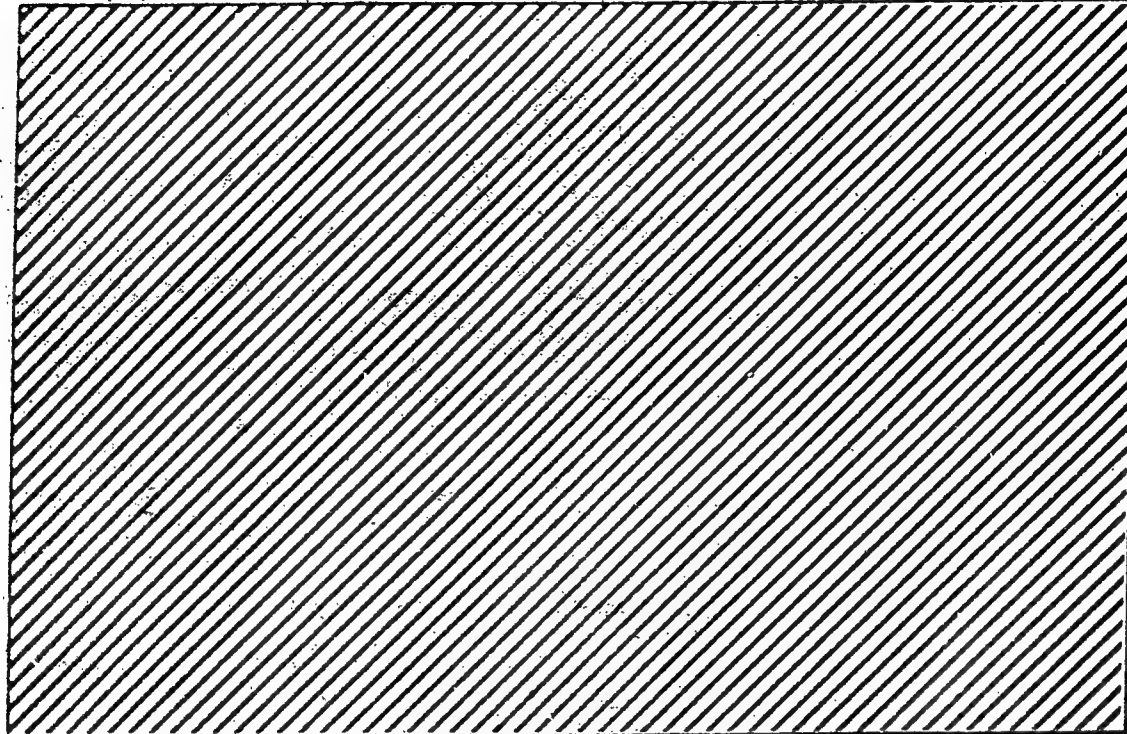
FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

SECRET

(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle) <i>Tinscott, Ram D</i>	NAME AND RELATIONSHIP OF DEPENDENT* <i>Self</i>	CLAIM NUMBER <i>12-010</i>
--	--	-------------------------------

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent\*) for an illness, injury, or death incurred on 2 Jan 1961. *Heart infection*

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE <i>5 SEP 1961</i>	SIGNATURE OF BSD REPRESENTATIVE <i>B. D. Feline</i>
-------------------------------------	--

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED <b>14 MAY 1963</b>	
1. SERIAL NUMBER <b>019477</b>		2. NAME (Last-First-Middle) <b>[REDACTED]</b>			
3. NATURE OF PERSONNEL ACTION <b>EXCEPTED APPOINTMENT</b>		4. EFFECTIVE DATE REQUESTED <b>06 05 63</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS <b>[REDACTED]</b>		7. COST CENTER NO. CHARGE-ABLE <b>3135-5700-1000</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION</b>		10. LOCATION OF OFFICIAL STATION <b>MEXICO, MEXICO</b>			
11. POSITION TITLE <b>OPS OFFICER</b>		12. POSITION NUMBER <b>400</b>		13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>		17. SALARY OR RATE <b>8575</b>	
16. GRADE AND STEP <b>11 3</b>		18. REMARKS <b>1 COPY TO FINANCE DIV. 1 COPY TO SECURITY</b>			
19. SIGNATURE OF REQUESTING OFFICIAL <b>ROBERT D. CASHEW, C/WH/PIRS</b>		DATE SIGNED <b>5/14/63</b>		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>[Signature]</b>	
DATE SIGNED <b>21 May 63</b>					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
13. ACTION CODE <b>13</b>	22. EMPLOY CODE <b>10</b>	27. OFFICE CODE NO. <b>4700</b>	27. SPECIAL CODE <b>4875</b>	28. RATE EXP RES <b>1</b>	29. SPECIAL REFERENCE <b>1</b>
30. VET. PREFERENCE <b>1</b>	31. SERA. COMP. DATE <b>06 02 63</b>	32. SERA. COMP. DATE <b>06 02 63</b>	33. CAREER CATEGORY <b>C</b>	34. REG. / HEALTH INSURANCE <b>1</b>	35. SOCIAL SEC. DATA NO. <b>1</b>
36. PREVIOUS GOVERNMENT SERVICE DATA <b>1</b>	37. LEAVE DATA <b>1</b>	38. FORM EMPLOY CODE <b>00</b>	39. FORM EMPLOY CODE <b>00</b>	40. FORM EMPLOY CODE <b>00</b>	41. FORM EMPLOY CODE <b>00</b>
42. D.P. APPROVAL <b>[Signature]</b>				DATE APPROVED <b>22 May 63</b>	

Recorded by  
CSPD  
**[Signature]**

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
019477				14 May 1963	
TARASOFF, BORIS D.				06/04/62	
RESIGNATION				REGULAR	
FUNDS				3235-1990-1000	
DDP WH CS/CS DEVELOPMENT COMPLEMENT				WASHINGTON, D.C.	
I O FOREIGN DOC				9997	
GS				8575	
FROM: SAME				1 COPY TO FINANCE DIVISION	
18A. SIGNATURE OF REQUESTING OFFICIAL				18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
ROBERT D. CASIMIAN, C/WH/PERS				JAN 14 1963	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING	
45		10		34777	
22. DATE EXPIRES		23. SPECIAL REFERENCE		24. RETIREMENT DATA	
10/1/63		1		1	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEA	
11/12/103		1		1	
28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LEA	
11/12/103		1		1	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LEA	
11/12/103		1		1	
34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LEA	
11/12/103		1		1	
37. DATE OF BIRTH		38. DATE OF GRADE		39. DATE OF LEA	
11/12/103		1		1	
40. DATE OF BIRTH		41. DATE OF GRADE		42. DATE OF LEA	
11/12/103		1		1	
43. DATE OF BIRTH		44. DATE OF GRADE		45. DATE OF LEA	
11/12/103		1		1	
46. DATE OF BIRTH		47. DATE OF GRADE		48. DATE OF LEA	
11/12/103		1		1	
49. DATE OF BIRTH		50. DATE OF GRADE		51. DATE OF LEA	
11/12/103		1		1	
52. DATE OF BIRTH		53. DATE OF GRADE		54. DATE OF LEA	
11/12/103		1		1	
55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LEA	
11/12/103		1		1	
58. DATE OF BIRTH		59. DATE OF GRADE		60. DATE OF LEA	
11/12/103		1		1	
61. DATE OF BIRTH		62. DATE OF GRADE		63. DATE OF LEA	
11/12/103		1		1	
64. DATE OF BIRTH		65. DATE OF GRADE		66. DATE OF LEA	
11/12/103		1		1	
67. DATE OF BIRTH		68. DATE OF GRADE		69. DATE OF LEA	
11/12/103		1		1	
70. DATE OF BIRTH		71. DATE OF GRADE		72. DATE OF LEA	
11/12/103		1		1	
73. DATE OF BIRTH		74. DATE OF GRADE		75. DATE OF LEA	
11/12/103		1		1	
76. DATE OF BIRTH		77. DATE OF GRADE		78. DATE OF LEA	
11/12/103		1		1	
79. DATE OF BIRTH		80. DATE OF GRADE		81. DATE OF LEA	
11/12/103		1		1	
82. DATE OF BIRTH		83. DATE OF GRADE		84. DATE OF LEA	
11/12/103		1		1	
85. DATE OF BIRTH		86. DATE OF GRADE		87. DATE OF LEA	
11/12/103		1		1	
88. DATE OF BIRTH		89. DATE OF GRADE		90. DATE OF LEA	
11/12/103		1		1	
91. DATE OF BIRTH		92. DATE OF GRADE		93. DATE OF LEA	
11/12/103		1		1	
94. DATE OF BIRTH		95. DATE OF GRADE		96. DATE OF LEA	
11/12/103		1		1	
97. DATE OF BIRTH		98. DATE OF GRADE		99. DATE OF LEA	
11/12/103		1		1	
100. DATE OF BIRTH		101. DATE OF GRADE		102. DATE OF LEA	
11/12/103		1		1	
103. DATE OF BIRTH		104. DATE OF GRADE		105. DATE OF LEA	
11/12/103		1		1	
106. DATE OF BIRTH		107. DATE OF GRADE		108. DATE OF LEA	
11/12/103		1		1	
109. DATE OF BIRTH		110. DATE OF GRADE		111. DATE OF LEA	
11/12/103		1		1	
112. DATE OF BIRTH		113. DATE OF GRADE		114. DATE OF LEA	
11/12/103		1		1	
115. DATE OF BIRTH		116. DATE OF GRADE		117. DATE OF LEA	
11/12/103		1		1	
118. DATE OF BIRTH		119. DATE OF GRADE		120. DATE OF LEA	
11/12/103		1		1	
121. DATE OF BIRTH		122. DATE OF GRADE		123. DATE OF LEA	
11/12/103		1		1	
124. DATE OF BIRTH		125. DATE OF GRADE		126. DATE OF LEA	
11/12/103		1		1	
127. DATE OF BIRTH		128. DATE OF GRADE		129. DATE OF LEA	
11/12/103		1		1	
130. DATE OF BIRTH		131. DATE OF GRADE		132. DATE OF LEA	
11/12/103		1		1	
133. DATE OF BIRTH		134. DATE OF GRADE		135. DATE OF LEA	
11/12/103		1		1	
136. DATE OF BIRTH		137. DATE OF GRADE		138. DATE OF LEA	
11/12/103		1		1	
139. DATE OF BIRTH		140. DATE OF GRADE		141. DATE OF LEA	
11/12/103		1		1	
142. DATE OF BIRTH		143. DATE OF GRADE		144. DATE OF LEA	
11/12/103		1		1	
145. DATE OF BIRTH		146. DATE OF GRADE		147. DATE OF LEA	
11/12/103		1		1	
148. DATE OF BIRTH		149. DATE OF GRADE		150. DATE OF LEA	
11/12/103		1		1	
151. DATE OF BIRTH		152. DATE OF GRADE		153. DATE OF LEA	
11/12/103		1		1	
154. DATE OF BIRTH		155. DATE OF GRADE		156. DATE OF LEA	
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160. DATE OF BIRTH		161. DATE OF GRADE		162. DATE OF LEA	
11/12/103		1		1	
163. DATE OF BIRTH		164. DATE OF GRADE		165. DATE OF LEA	
11/12/103		1		1	
166. DATE OF BIRTH		167. DATE OF GRADE		168. DATE OF LEA	
11/12/103		1		1	
169. DATE OF BIRTH		170. DATE OF GRADE		171. DATE OF LEA	
11/12/103		1		1	
172. DATE OF BIRTH		173. DATE OF GRADE		174. DATE OF LEA	
11/12/103		1		1	
175. DATE OF BIRTH		176. DATE OF GRADE		177. DATE OF LEA	
11/12/103		1		1	
178. DATE OF BIRTH		179. DATE OF GRADE		180. DATE OF LEA	
11/12/103		1		1	
181. DATE OF BIRTH		182. DATE OF GRADE		183. DATE OF LEA	
11/12/103		1		1	
184. DATE OF BIRTH		185. DATE OF GRADE		186. DATE OF LEA	
11/12/103		1		1	
187. DATE OF BIRTH		188. DATE OF GRADE		189. DATE OF LEA	
11/12/103		1		1	
190. DATE OF BIRTH		191. DATE OF GRADE		192. DATE OF LEA	
11/12/103		1		1	
193. DATE OF BIRTH		194. DATE OF GRADE		195. DATE OF LEA	
11/12/103		1		1	
196. DATE OF BIRTH		197. DATE OF GRADE		198. DATE OF LEA	
11/12/103		1		1	
199. DATE OF BIRTH		200. DATE OF GRADE		201. DATE OF LEA	
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202. DATE OF BIRTH		203. DATE OF GRADE		204. DATE OF LEA	
11/12/103		1		1	
205. DATE OF BIRTH		206. DATE OF GRADE		207. DATE OF LEA	
11/12/103		1		1	
208. DATE OF BIRTH		209. DATE OF GRADE		210. DATE OF LEA	
11/12/103		1		1	
211. DATE OF BIRTH		212. DATE OF GRADE		213. DATE OF LEA	
11/12/103		1		1	
214. DATE OF BIRTH		215. DATE OF GRADE		216. DATE OF LEA	
11/12/103		1		1	
217. DATE OF BIRTH		218. DATE OF GRADE		219. DATE OF LEA	
11/12/103		1		1	
220. DATE OF BIRTH		221. DATE OF GRADE		222. DATE OF LEA	
11/12/103		1		1	
223. DATE OF BIRTH		224. DATE OF GRADE		225. DATE OF LEA	
11/12/103		1		1	
226. DATE OF BIRTH		227. DATE OF GRADE		228. DATE OF LEA	
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229. DATE OF BIRTH		230. DATE OF GRADE		231. DATE OF LEA	
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232. DATE OF BIRTH		233. DATE OF GRADE		234. DATE OF LEA	
11/12/103		1		1	
235. DATE OF BIRTH		236. DATE OF GRADE		237. DATE OF LEA	
11/12/103		1		1	
238. DATE OF BIRTH		239. DATE OF GRADE		240. DATE OF LEA	
11/12/103		1		1	
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11/12/103		1		1	
244. DATE OF BIRTH		245. DATE OF GRADE		246. DATE OF LEA	
11/12/103		1		1	
247. DATE OF BIRTH		248. DATE OF GRADE		249. DATE OF LEA	
11/12/103		1		1	
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253. DATE OF BIRTH		254. DATE OF GRADE		255. DATE OF LEA	
11/12/103		1		1	
256. DATE OF BIRTH		257. DATE OF GRADE		258. DATE OF LEA	
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259. DATE OF BIRTH		260. DATE OF GRADE		261. DATE OF LEA	
11/12/103		1		1	
262. DATE OF BIRTH		263. DATE OF GRADE		264. DATE OF LEA	
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265. DATE OF BIRTH		266. DATE OF GRADE		267. DATE OF LEA	
11/12/103		1		1	
268. DATE OF BIRTH		269. DATE OF GRADE		270. DATE OF LEA	
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271. DATE OF BIRTH		272. DATE OF GRADE		273. DATE OF LEA	
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283. DATE OF BIRTH		284. DATE OF GRADE		285. DATE OF LEA	
11/12/103		1		1	
286. DATE OF BIRTH		287. DATE OF GRADE		288. DATE OF LEA	
11/12/103		1		1	
289. DATE OF BIRTH		290. DATE OF GRADE		291. DATE OF LEA	
11/12/103		1		1	
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11/12/103		1		1	
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11/12/103		1		1	
298. DATE OF BIRTH		299. DATE OF GRADE		300. DATE OF LEA	
11/12/103		1		1	
301. DATE OF BIRTH		302. DATE OF GRADE		303. DATE OF LEA	
11/12/103		1		1	
304. DATE OF BIRTH		305. DATE OF GRADE		306. DATE OF LEA	
11/12/103		1		1	
307. DATE OF BIRTH		308. DATE OF GRADE		309. DATE OF LEA	
11/12/103		1		1	
310. DATE OF BIRTH		311. DATE OF GRADE		312. DATE OF LEA	
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313. DATE OF BIRTH		314. DATE OF GRADE		315. DATE OF LEA	
11/12/103		1		1	
316. DATE OF BIRTH		317. DATE OF GRADE		318. DATE OF LEA	
11/12/103		1		1	
319. DATE OF BIRTH		320. DATE OF GRADE		321. DATE OF LEA	
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322. DATE OF BIRTH		323. DATE OF GRADE		324. DATE OF LEA	
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328. DATE OF BIRTH		329. DATE OF GRADE		330. DATE OF LEA	
11/12/103		1		1	
331. DATE OF BIRTH		332. DATE OF GRADE		333. DATE OF LEA	
11/12/103		1		1	
334. DATE OF BIRTH		335. DATE OF GRADE		336. DATE OF LEA	
11/12/103		1		1	
337. DATE OF BIRTH		338. DATE OF GRADE		339. DATE OF LEA	
11/12/103		1		1	
340. DATE OF BIRTH		341. DATE OF GRADE		342. DATE OF LEA	
11/12/103		1		1	
343. DATE OF BIRTH		344. DATE OF GRADE		345. DATE OF LEA	
11/12/103		1		1	
346. DATE OF BIRTH		347. DATE OF GRADE		348. DATE OF LEA	
11/12/103		1		1	
349. DATE OF BIRTH		350. DATE OF GRADE		351. DATE OF LEA	
11/12/103		1		1	
352. DATE OF BIRTH		353. DATE OF GRADE		354. DATE OF LEA	
11/12/103		1		1	
355. DATE OF BIRTH		356. DATE OF GRADE		357. DATE OF LEA	
11/12/103		1		1	
358. DATE OF BIRTH		359. DATE OF GRADE		360. DATE OF LEA	
11/12/103		1		1	
361. DATE OF BIRTH		362. DATE OF GRADE		363. DATE OF LEA	
11/12/103		1		1	
364. DATE OF BIRTH		365. DATE OF GRA			

## SECRET

(When Filled In)

## EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE \_\_\_\_\_ FOR THE FOLLOWING REASON:  
(Date)

MY LAST WORKING DAY WILL BE -

DATE SIGNED

SIGNATURE OF EMPLOYEE

Boris D. Tausoff

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

## INSTRUCTIONS

Items 1 thru 7 } The initiating office should fill in each of the referenced items.  
and }  
Items 9 thru 18a } - Items 3 thru 7 and 9 thru 18 require information which pertains only  
to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE  
 Major Component (Director, Deputy Director, etc.)  
 Office, Major Staff, etc.  
 Division or Staff (subordinate to first line)  
 Branch  
 Section  
 Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET


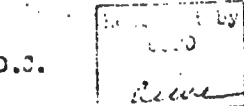
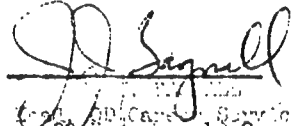
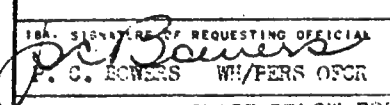
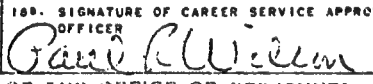


MMC: 5 JUNE 63

DEF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
019477		TARASOFF BORIS D		08 JUN 63		REGULAR	
3. NATURE OF PERSONNEL ACTION				7. COST CENTER NO. CHARGEABLE			
RESIGNATION				3235 1890 1000			
6. FUNDS		V TO V		V TO C		8. CSC OR OTHER LEGAL AUTHORITY	
X		CF TO V		CF TO CF			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION	
I O FOREIGN DOC				9997		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
QS		0132.62		11 3		8575	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 30 OCTOBER 1962	
1. SERIAL NUMBER <b>019477</b>		2. NAME (Last-First-Middle) <b>TARASOFF, FORIS D.</b>					
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>				4. EFFECTIVE DATE REQUESTED MONTH <b>11</b> DAY <b>16</b> YEAR <b>1962</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS 		X <input checked="" type="checkbox"/> V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE <b>3235-1990-1000</b>	
		CF TO V		CF TO CF		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH CS/CS DEVELOPMENT COMPLEMENT</b>				10. LOCATION OF OFFICIAL STATION <b>WASHINGTON, D. C.</b>			
11. POSITION TITLE <b>I O Foreign Doc</b>				12. POSITION NUMBER <b>9997</b>		13. CAREER SERVICE DESIGNATION <b>OD</b>	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0132.62</b>		16. GRADE AND STEP <b>11 3</b>		17. SALARY OR RATE <b>8,575</b>	
18. REMARKS  <b>FROM: DDI/FDD/USSR BR/MATERIALS &amp; INDUSTRY SECT./WASH. D.C.</b>  <div style="text-align: right;">   <b>CONCURRENCE</b>    <b>11/21/62</b> </div>							
18A. SIGNATURE OF REQUESTING OFFICIAL  <b>J. S. BOWERS WH/PERS OFOR</b>				DATE SIGNED <b>10/31/62</b>		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER  <b>Paul R. Wilson</b>	
				DATE SIGNED <b>11/21/62</b>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE <b>37</b>	20. EMPLOY CODE <b>3</b>	21. OFFICE CODE <b>14997 WH</b>	22. STATION CODE	23. INTER-OFFICE CODE	24. HOURS CODE <b>1</b>	25. DATE OF BIRTH <b>11/10/208</b>	26. DATE OF GRADE
27. DATE OF LET	28. RETIREMENT DATA 1 - CSC 2 - FICA 3 - BONE		29. SEPARATION DATA CODE	30. CORRECTION/CANCELLATION DATA TYPE NO. DA. YR.		31. SECURITY REQ. NO.	32. SER
33. VET. PREFERENCE CODE NO. DA. YR.		34. SERV. COMP. DATE NO. DA. YR.	35. LONG. COMP. DATE NO. DA. YR.	36. CAREER CATEGORY CODE	37. FECL / HEALTH INSURANCE CODE NO. DA. YR.	38. SOCIAL SECURITY NO.	
39. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		40. LEAVE DATA CODE	41. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO	42. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO		43. STATE CODE	
44. POSITION CONTROL CERTIFICATION  <b>11/21/62</b>				45. O.P. APPROVAL  <b>11/23/62</b>		DATE APPROVED <b>11/23/62</b>	



**SECRET****REQUEST FOR PERSONNEL ACTION**

21 April 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - FOD
119477	TARASOFF BORIS D	Mo. Da. Yr. 11 02 06	Name-0 Code 5 Pt-1 10 Pt-2 1	M 1	Mo. Da. Yr. 02 20 56
7. SCD	8. CSC Reimt.	9. CSC Or Other Legal Authority	10. Apmt. Affidav.	11. FEGLI	12. LCD
Mo. Da. Yr. 06 02 51	Yes-1 Code No-2 1	50 USCA 403 J	Mo. Da. Yr. Mo. Da. Yr.	Yes-1 Code No-2	Mo. Da. Yr. 02 20 56

**PREVIOUS ASSIGNMENT**

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDI OO FDD USSR BRANCH MATERIALS & INDUSTRY SECT.	2720	WASH., D. C.	75013
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. - USIld - Frqn - 2	10 FOREIGN DOC	1146	GS 0132.48
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
10 1	\$ 6505	00	Mo. Da. Yr. 06 14 59
			25. PSI Due
			Mo. Da. Yr. 06 12 60
			26. Appropriation Number
			0243-1010-0000 9/A300/20/001

**ACTION**

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
Promotion	30	Mo. Da. Yr. 5 1 60	Regular	01	

25

**PRESENT ASSIGNMENT**

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDI/Office of Operations Foreign Documents Division USSR Branch Materials & Industry Section	2720	Washington, D. C.	
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. - USIld - Frqn - 2	10 (Foreign Doc)	1146	GS 0132.48
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
11 01	\$ 7,030	00	Mo. Da. Yr. 5 1 60
			42. PSI Due
			Mo. Da. Yr. 10 24 61
			43. Appropriation Number
			0243-1010-0000

**SOURCE OF REQUEST**

A. Requested By (Name And Title)	Talbot Bielefeldt Chief, USSR Branch	C. Request Approved By (Signature And Title)
B. For Additional Information Call (Name & Telephone Ext.)	Myron Shpur, Ext. 4876	J.J. Bagnali Chief, Foreign Documents Division

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		
Remarks					

**SECRET**

REQUEST FOR PERSONNEL ACTION															5 June 1959		
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - LCD				
		TARASOFF, Boris D.				Mo. Da. Yr. 11 02 08			None-0 5 Pt-1 10 Pt-2		Code 1 M		Mo. Da. Yr. 02 20 56				
7. SCD		8. CSC Retire		9. CSC Or Other Legal Authority		10. Appt. Affidav.			11. FEGLI		12. LCD		13. Mit. Serv. Credit, Etc.				
Mo. Da. Yr.		Yes-1 No-2				Mo. Da. Yr.			Yes-1 No-2		Mo. Da. Yr.		Yes-1 No-2				

PREVIOUS ASSIGNMENT																
14. Organizational Designations										Code		15. Location Of Official Station			Station Code	
DDI/Office of Operations Foreign Documents Division USSR Branch Materials & Industry Section												Washington, D. C.				
16. Dept. - Field		17. Position Title		18. Position No.			19. Serv.		20. Occup. Series							
Dept. - USfld - Frgn -		Code 2		IO (Foreign Doc)			1147		GS		0132.48					
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number						
Mo. Da. Yr. 09 03		\$ 6285		OD		Mo. Da. Yr. 5 11 57		Mo. Da. Yr. 5 15 60		9-4300-20-001						

ACTION														
27. Nature Of Action				Code		28. Eff. Date		29. Type Of Employee			Code		30. Separation Data	
Promotion						Mo. Da. Yr. 6/14/59		Regular						

PRESENT ASSIGNMENT																
31. Organizational Designations										Code		32. Location Of Official Station			Station Code	
DDI/Office of Operations Foreign Documents Division USSR Branch Materials & Industry Section												Washington, D. C.				
33. Dept. - Field		34. Position Title		35. Position No.			36. Serv.		37. Occup. Series							
Dept. - USfld - Frgn -		Code 2		IO (Foreign Doc)			1146		GS-		0132.48					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number						
Mo. Da. Yr. 10 01		\$ 6505		OD		Mo. Da. Yr. 8-11-57		Mo. Da. Yr. 6-17-61		9-4300-20-001						

SOURCE OF REQUEST														
A. Requested By (Name And Title)										C. Request Approved By (Signature And Title)				
Chief, USSR Branch										J. J. BAGNALL				
B. For Additional Information Call (Name & Telephone Ext.)										Chief, Foreign Documents Division				
Myron Shpur, Ext. 570														

CLEARANCES														
Clearance		Signature		Date		Clearance		Signature		Date				
A. Career Board				10/1959		D. Placement								
B. Pos. Control						E.								
C. Classification						F. Approved By								
Remarks														

STANDARD FORM 52

PREPARED BY THE  
U. S. CIVIL SERVICE COMMISSION  
MANUAL FOR FEDERAL PERSONNEL  
MANUAL CHAPTER III

## REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Boris D. Tarasoff	2 Nov 1908		2 May 57
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED	7. C. S. OR OTHER LEGAL AUTHORITY
Promotion		asap	
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

FROM— Foreign Docs. Officer - K653.04-7 GS-0132.48-7, \$4660.00 p.a. DDI/Office of Operations Foreign Documents Division USSR Branch— Washington, D. C.	9. POSITION TITLE AND NUMBER 10. SERVICE GRADE AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO— Foreign Docs. Officer - K653.04 GS-0132.48-9, \$5440.00 p.a. DDI/Office of Operations Foreign Documents Division USSR Branch Washington, D. C.
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title) Talbot Bielerfeldt Chief, USSR Branch	D. REQUEST APPROVED BY Signature: <i>J. J. Packall</i> Title: J. J. PACKALL, Chief, Foreign Docs. Div.
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Myron Shpur, ext. 576	

13. VETERAN PREFERENCE NONE <input type="checkbox"/> WW <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DIS. <input type="checkbox"/> OTHER <input type="checkbox"/>	14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> SD-OD
15. SEX M <input type="checkbox"/> F <input type="checkbox"/>	16. APPROPRIATION FROM <input type="checkbox"/> TO: 7-4301-20
17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)
19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	<i>gpc</i>	5/7/57	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			

F. APPROVED BY: *Mr. C. Kunkler* by *Mr. J. J. Packall*

STANDARD FORM 52 PROPERTY OF THE U. S. GOVERNMENT GSA GEN. REG. NO. 27 MAY 1962 EDITION GSA GEN. REG. NO. 27 MAY 1962 EDITION		REQUEST FOR PERSONNEL ACTION	
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)		2. DATE OF BIRTH	
Mr. Boris D. Karsoff		2 Nov 1908	
3. REQUEST NO.		4. DATE OF REQUEST	
		27 Sep 56	
5. TYPE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED: ASAP B. APPROVED:	
Reassignment			
7. C. S. OR OTHER LEGAL AUTHORITY			
8. POSITION (Specify whether establish, change grade or title, etc.)			
FROM— Foreign Documents Off. - K777.99(01) GS-0132.48-7, \$425.00 per annum DDI-Office of Operations Foreign Documents Division USSR Branch Washington, D.C.		TO— Foreign Documents Off. - K653.04-7 GS-0132.48-7, \$425.00 per annum DDI-Office of Operations Foreign Documents Division USSR Branch Washington, D.C.	
9. POSITION TITLE AND NUMBER		10. SERVICE, GRADE, AND SALARY	
11. ORGANIZATIONAL DESIGNATIONS		12. HEADQUARTERS	
13. FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>		14. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>	
15. REMARKS (Use reverse if necessary) Present incumbent (James Whalen) will be resigning cob 28 September.			
16. REQUESTED BY (Name and title) Talbot Bielerfeldt Chief, USSR Branch		17. REQUEST APPROVED BY Signature: <i>[Signature]</i> Title: Acting Chief, Foreign Documents Division	
18. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Myron Shear, Ext. 570			
19. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> DISAB. OTHER <input type="checkbox"/>		20. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> SD-QD	
21. SEX M	22. APPROPRIATION FROM: 7-4301-00 TO: 7-4301-00	23. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	24. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
25. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:			
26. STANDARD FORM 50 REMARKS			
27. CLEARANCES		28. INITIAL OR SIGNATURE	29. DATE
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			
30. APPROVED BY			

CONFIDENTIAL



STANDARD FORM 52  
PREPARED BY THE  
U. S. CIVIL SERVICE COMMISSION  
MANUAL FOR PERSONNEL PERSONNEL  
MANUAL CHAPTER 10

## REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
TANASO, F. Boris Dimitri	Nov. 2, 1908		18 Aug. 1955
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  EXCEPTED APPOINTMENT  B. POSITION (Specify whether establish, change grade or title, etc.)		6. EFFECTIVE DATE A. PROPOSED:  B. APPROVED: 207th. 56	7. C. S. OR OTHER LEGAL AUTHORITY

FROM—	8. POSITION TITLE AND NUMBER	TO—
	9. SERVICE, GRADE, AND SALARY	Intel-Analyst (Gen) DVP-6141 63-9132-36-07 \$4525
	10. ORGANIZATIONAL DESIGNATIONS	207th. 56 DOP FI Staff Division D Project Office of the Chief Branch 2 Section B Washington, D. C.
	11. HEADQUARTERS	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL DI

A. REMARKS (Use reverse if necessary)  
*Request Expedited Clearance for PJB Jointly  
Action Coordinated with D and DI CS Rm. 1465*

B. REQUEST APPROVED BY FRANK D. ROBERTS, Chief, FI/SD	D. REQUEST APPROVED BY Signature: _____ Title: _____
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Walter E. Rinehart 23030	

13. VETERAN PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER SPT.	JOB/INT	NEW	VICE	I. A.	REAL
			SEAL OTHER				
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 6-2300-23 TO:		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	
						20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED	

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTR.	Jas 22 Aug		
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY  
R. A. Stricklin  
R. A. Stricklin 8/19/55

~~SECURITY INFORMATION~~

REPORT OF INTERVIEW		SECURITY INFORMATION	
1. DATE OF INTERVIEW 6/12/55		2. PLACE Berkeley, Calif.	
3. PREVIOUS APPLICATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	4. INTERVIEWER JFWinter	5. REPORTED BY Rusby/RK	
6. NAME (Last name first, in caps) TARASOFF, Boris Dimitri			
7. PERMANENT ADDRESS 16315 Bevil Way, San Leandro, Calif.		TELEPHONE FR 60718	
8. BUSINESS ADDRESS		TELEPHONE	
9. TEMPORARY ADDRESS		TELEPHONE	
10. DATE OF BIRTH 11/2/03	12. CITIZENSHIP <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> OTHER (List Country) _____		
11. PLACE OF BIRTH EKATERINOSAV, Russia	ACQUIRED BY <input type="checkbox"/> Birth <input checked="" type="checkbox"/> Naturalization (Date) _____		
13. <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Divorced 14. NO. OF DEPEND. (Including wife)			
15. FOREIGN RELATIVES, INCLUDING WIFE (REG. 10-9) None			
16. EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, THESIS TITLE, GRADE AVERAGE OR CLASS STANDING, EXTRA-CURRICULAR ACTIVITIES, ETC.) Russian University, New York, N.Y. 1924-26. General Course. <del>(XXX)</del>			
17. MAJOR EMPLOYMENT HISTORY (EMPLOYERS, POSITIONS, DUTIES, SALARIES, REASONS FOR LEAVING) 1/52 to present: YWCA, Oakland, Calif. Building Eng. \$305. mo. 12/45-10/51: American National Red Cross, Cleveland, Ohio. Building Maintenance man. \$265 mo			
18. MILITARY EXPERIENCE (BRANCH, SERIAL NO., STATIONS, TRAINING DUTIES, COMMAND RESPONSIBILITIES, RANK HELD, RESERVE STATUS, CURRENT PROFICIENCY AND INTEREST). INCLUDE ALSO DRAFT, ACTIVE MILITARY OR RETIRED STATUS. US Army. T/4. 2/41-11/45. Honorable Discharge. 2024S233. Was Special Agt. in Germany and was used as interpreter between US and Soviet forces for short while.			

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SECURITY INFORMATION

20. LANGUAGE FACILITY (Give Tests When Skill Barriers and Note Below)							
Language	Native Fluency	Fluent but Foreign	Adequate for Translator	Adequate for Research	Adequate for Travel	Spoken	Acquired By
Russian		R, S, W, U					Study and home
German					R, S, W, U		Residence
French					R, S, W, U		Study
21. SALARY REQUESTED GS 7			22. PREFERENCE LIMITATIONS				
23. ACCEPTABLE STATION			24. HEALTH				
Washington, D.C. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Good				
Anywhere in U.S. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Overseas <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
25. FORMS GIVEN <input checked="" type="checkbox"/> PMS <input checked="" type="checkbox"/> App. <input checked="" type="checkbox"/> M. <input checked="" type="checkbox"/> Sec. Agency <input type="checkbox"/> All Required							
26. EVALUATION AND RECOMMENDATION (APPROPRIATE, MANNER, PERSONALITY, MATURITY, WORKING, EFFICIENCY, INTELLIGENCE, EMOTIONAL STABILITY, QUALIFICATIONS FOR INTELLIGENCE WORK, CAREER PLANNING, OVER-ALL IMPRESSION, PERTINENT UNFAVORABLE FACTORS)							
<p align="center"><u>PROFESSIONAL</u></p> <p>There's nothing outstanding about Tarasoff - just an average joe trying to make a living and without the ambition, energy, perspicacity to make use of a saleable article: knowledge of Russian. Physically he's sort of soft, tends to be overweight - he's about 5'8" tall, and about 190 in weight. His personality is on the negative side, his manner dull.</p> <p>Tarasoff was greatly interested in the possibility of working for the US Government. He wants that security. And he has about reached the end of the line salary wise as a maintenance man or building superintendent. Tarasoff is willing to work in D.C. but insists on a GS 7 because he has to support a wife and two children. He does not mind the sedentary aspects of Project Detail - I doubt if he'd be interested in anything that wasn't sedentary. He also liked the other aspects of Detail and I would think from talking with him that he would be quite able to handle a job on Detail. He can translate - reads with a great deal of ease. His PMS I notice indicated he's interested only in o/s - this is not what he told me; he is interested in US also but he will go o/s if necessary.</p> <p>I recommend Tarasoff for a GS 7 on Project Detail.</p>							
27. RECOMMENDED FOR				28. SERIAL NUMBER			
Rusby/Project Detail				29. TESTS			
				<p align="center">H. W. Smith Printer</p> <p align="right">7/1/55</p>			

**CONFIDENTIAL**



**SECRET**  
(When Filled In)

1. PERS. SERIAL NO. <b>019477</b>		BIOGRAPHIC PROFILE (PART I) SCD: 2 Jun 1951			
2. NAME (Last-First-Middle) <b>[REDACTED]</b>		3. SEX <b>M</b>	4. DATE OF BIRTH <b>2 Nov 1908</b>	5. ACTUALITY COMP. DATE <b>20 Feb 1956</b>	
6. MARITAL STATUS <b>Married</b>	7. DEPENDENT(S) (Include name & place) <b>[REDACTED]</b>	8. YEAR(S) OF BIRTH <b>3 1923 1965 1949</b>		9. US NATURALIZATION DATE(S) <b>1936 Russia NA</b>	
10. CAREER STATUS <b>Feb 1959</b>	11. MEMBERSHIP <b>Feb 1959</b>	12. OTHER STATUS <b>Mar 1963</b>		13. LAST REG. RPT. QUAL. FOR <b>FCS C/S</b>	14. EVAL. FOR <b>FCS O/S</b>
15. CURRENT RESERVE STATUS <b>X</b>	16. NON-SERVICE <b>X</b>	17. GRADE	18. ACTIVE DUTY WITH CLA CAT. 1	19. RELEASE TO MIL. SER. CAT. 2	20. TO BE DEFERRED CAT. 3
21. ASSESSMENT DATE <b>None</b>		22. PROFESSIONAL TEST DATE <b>Feb 1956</b>		23. LANGUAGE APTITUDE TEST DATE <b>None</b>	
24. NON-CIA EMPLOYMENT 1936-40 J. F. Sullivan, General Contractor, Bronx, NY - Supervisor of Crews 1941-45 Military Service, US Army, CIC, T/4 - Special Agent 1945-51 American National Red Cross, Cleveland, Ohio - Building Maintenance 1951 Aero-Tech, Oakland, Calif - Shop Main. and Co (2 mos) 1952-56 YNCA, Oakland, Calif - Building Engineer					
25. NON-CIA EDUCATION Born and lived in Russia until 1920, in Istanbul 1920-23 1924-26 Russian Univ of New York, NYC - Russian English, History 1927 Cooper Union Art School, NYC - Fine Arts (10 mos) 1944-5 MITC, Camp Ritchie, Md - CIC (2 mos); 1945 Univ of Pa - German Lang 1950-51 Cooper School of Art, Cleveland, Ohio - Commercial Art 1953-54 Oakland Art Institute, Oakland, Calif - Advertising Art					
26. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested) Russian - R,W,P,S,U Native; Transl & Interpr - Apr 1957 Ukranian - R,W,S,U Inter; P High - Apr 1957 - Interpr White Russian (Byelo) - R,W,S,U Inter; P High; Interpr - Apr 1957 (Continued on next page)					
27. AGENCY SPONSORED TRAINING 1956 English Usage Review 1957 Intel Orient 1957 Basic Country Surv-USSR for FDD 1958 Non-clerical Basic Typing 1959 Writing Workshop 1952-3 Spanish					
28. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORG. TITLE (If any)	LOCATION
Feb 1956	Intel Asst 0301.28	7	D	DDP/Fistf/DivD/PEJOINTLY	Hq
Jun 1956	" " 0132.48	7	OD	OD/FDD/USSR Br	"
Sep 1956	For Docs Off 0132.48	7	OD	" " " "	"
May 1957	" " " 0132.48	9	OD	" " " "	"
Jun 1959	I.O. (For Doc) 0132.48	10	OD	OD/FDD/USSR Br/Mater&IndusSec	"
May 1960	" " " 0132.48	11	OD	" " " "	"
Nov 1962	" " " 0132.48	11	OD	DDP/WH/CS/CS Dev Comp.	"
Jun 1963	Ops Off (SA) 0136.01	11	D	DDP/WH-3	Mexico Cit
Apr 1965	" " " 0136.01	12	D	DDP/WH-1	"
29. DATE REVIEWED <b>10 Nov 1969</b>		30. PROFILE REVIEWED BY <b>hms/hc</b>		31. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE <b>14 Jun 1950</b>	

SECRET

(When Filled In)

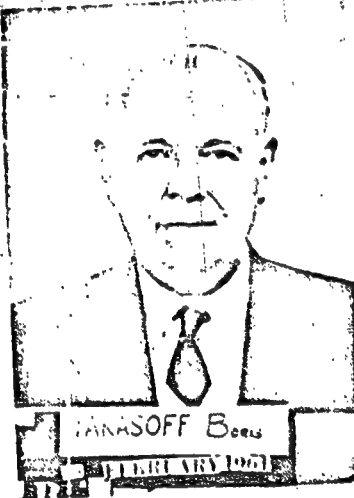
PERS. SERIAL NO. 019477		BIOGRAPHIC PROFILE (PART I - Continued)	
NAME (Last-First-Middle) <i>Jaroslav Puzos</i>		DATE OF BIRTH 2 Nov 1908	
<p>17. Foreign Language Abilities - Continued:</p> <p>Bulgarian - R, W Inter (Apr 1959) P, S, U Slight; T None - Apr 1959</p> <p>Slovak - R, U High; P Native; W, S, T None - Apr 1957</p> <p>Polish - R (Inter) P, S, U Slight; W, T None - Jun 1959</p> <p>Czech - R Inter (Feb 1960)</p> <p>Serb-Croat(Serb) - R Inter (May 1959)</p> <p>French - R Inter; W, P, S, U, T None - Disclaims proficiency Feb 1967</p>			
DATE REVIEWED 10 Nov 1969		PROFILE REVIEWED BY hms/nc	

SECRET

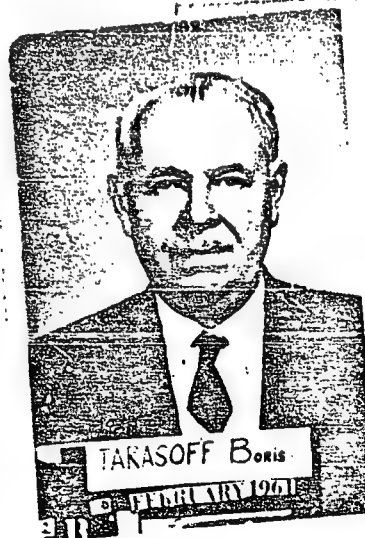
(S or related to)

PERS. SERIAL NO. 19477	BIOGRAPHIC PROFILE (PART 2)	DATE OF BIRTH Nov 1908
NAME (Last-First-Middle) TARASOFF, Boris Dimitri		

## 18. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS



Color Photo Inserted Behind  
Biographic Profile in  
TRUE NAME



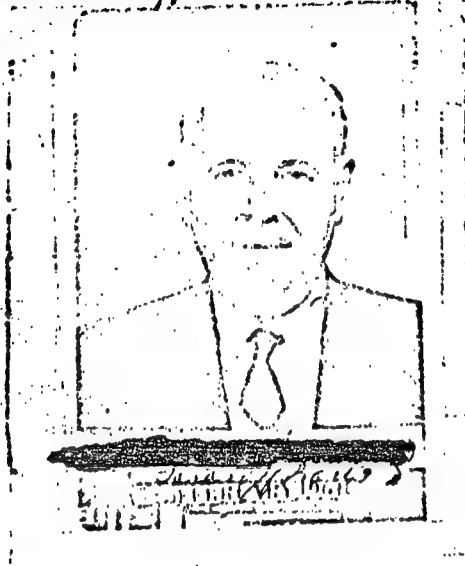
27. DATE REVIEWED  
10 May 1960

28. PROFILE REVIEWED BY  
OP/POD/CAB/hms

FORM NO. 1200 (PART 2) REPLACES FORM 1080 (PART 2) SECRET  
1 FEB 57 WHICH IS OBSOLETE.

57  
PROFILE

SECRET  
(When Filled In)

PERSONAL SERIAL NO. 019477		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) <del>XXXXXXXXXXXX</del> Jarasoff, Boris D.		DATE OF BIRTH 2 Nov 1968	
23. PHOTOGRAPH 			
24. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
25. ADDITIONAL INFORMATION			
26. DATE REVIEWED 10 Nov 1969		27. PROFILE REVIEWED BY hms/rhc	

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				019477	
<b>SECTION A GENERAL</b>					
1. NAME (Last) <i>Tracy</i> (First) <i>Paul</i> (Middle)			2. DATE OF BIRTH 2 Nov 1908	3. SEX M	4. GRADE GS-12
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1	8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 28 February 1969			12. REPORTING PERIOD (From - to) 1 January 1968 thru 31 December 1968		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Translation of Russian language product into English transcript					S
SPECIFIC DUTY NO. 2 Preparation of personality and assessment reports on individual Soviets based on the above.					S
SPECIFIC DUTY NO. 3 Translation of Russian letters into English					S
SPECIFIC DUTY NO. 4 Transcription of English language conversations					P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER  S

## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p style="text-align: right;">FEB 25 1 45 PM '69</p> <p>This officer continues to consistently perform at the excellent level which has characterized his work in this Station for several years. His high level of personal dedication and professional competence have become standard.</p> <p>From his daily work he has an intimate knowledge of and insight into the personalities of individual Soviets and the personal interrelationships existing between members of the local Soviet colony. The character analyses which he prepares are excellent and an invaluable aid to our Soviet program.</p> <p>He has had no professional, administrative, or personal problems during the reporting period.</p> <p>His knowledge of Spanish continues to improve and aids him considerably in his work.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
28 Jan 60	<i>[Signature]</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
41 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
28 Jan 69	Ops Officer	Paul L. Dillion /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>The reviewing officer concurs with the ratings given in Section B and in the narrative evaluation of this officer's performance in Section C. He continues to perform his duties in a superior fashion.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 Jan 69	Chief of Station	Winston M. Scott /s/	

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				019477	
<b>SECTION A</b>		<b>GENERAL</b>			
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[REDACTED]		2 Nov 1934	M	GS-13	D
6. OFFICIAL POSITION/TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH/1		Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
22 February 1963		1 January 1962 - 1 January 1963			
<b>SECTION B</b>		<b>PERFORMANCE EVALUATION</b>			
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Translation of Russian language telephone product into English					S
SPECIFIC DUTY NO. 2					RATING LETTER
Preparation of personality and assessment reports on individual Soviets based on the above.					S
SPECIFIC DUTY NO. 3					RATING LETTER
Translation of Russian letters into English.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Transcription of English language conversations.					P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
22 MAY 1963					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

## SECRET

(When Filled In)

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer continues to perform his duties in the excellent manner that we have come to expect during the 4 1/2 years that he has served in the Station. His work is an indispensable part of the Station's program.

He has had no professional, administrative or personal problems during the reporting period.

He continues to study Spanish in which he shows satisfactory improvement.

## SECTION D

## CERTIFICATION AND COMMENTS

1.

## BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

/s/

2.

## BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

29

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

Ops Officer

Paul Dillon

3.

## BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The Reviewing Officer concurs in the ratings given this officer and in the narrative evaluation of his performance.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

16 February 1968

chief of Station

Winston Scott

SECRET



00000

SECRET

C-2532 (Biladeau)  
5 June 1963

MEMORANDUM FOR: Transactions and Records Branch  
Office of Personnel

ATTENTION: Mary Coriden

SUBJECT: Boris D. TARASOFF  
Anna TARASOFF

1. Cover arrangements are in process, and/or, have been completed for the above-named subjects.

2. Effective immediately, it is requested that your records be properly blocked to deny subjects' current Agency employment to an external inquirer.

*Thomas K. Strange*  
THOMAS K. STRANGE  
Deputy Chief, OCS/NC

cc: ID/SO

THIS MEMO MUST REMAIN  
ON TOP OF FILE

SECRET

DT

BBG: 30 NOV 70

SECRET

(When Filled In)

OEB

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER

2. NAME (LAST FIRST MIDDLE)

019477

Tarasoff Boris D

3. NATURE OF PERSONNEL ACTION

RETIREMENT (MANDATORY) UNDER CIA  
RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE

11/30/70

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO CF

CF TO V

CF TO CF

X

7. Financial Analysis No. Chargeable

1135 0990 0000

8. CSC OR OTHER LEGAL AUTHORITY

P.L. 88-443  
SECT. 235 B

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH  
FOREIGN FIELD  
BRANCH 1  
MEXICO CITY, MEXICO STATION

10. LOCATION OF OFFICIAL STATION

MEXICO CITY, MEXICO

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0489

13. SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LB, OR)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

12 5

17. SALARY OR RATE

16084

18. REMARKS

T-PRM

1. LAST NAME  
TARASOFFFIRST NAME  
BorisINITIAL(S)  
D4. DATE AND NATURE OF SEPARATION  
11/30/70 RETIREMENT

2. APPOINTMENT DATA

Entered on duty

P.T

P.T

Subject to Sec. 203(d), 1951 Leave Act

Yes ☐No ☐

Ceased to be subject to Sec. 203(d)

on \_\_\_\_\_ Annual Leave Bal.

3. TOTAL SERVICE FOR LEAVE  
(as of date of separation)

Years

Months

Days

☐ More than 15 yearsSUMMARY OF ANNUAL AND SICK LEAVE  
(HOURS)

5. Balance from prior leave year ended 1/10

19 70

ANNUAL

SICK

360

900

6. Current leave year accrual through 11/28

19 70

184

92

7. Total

544

992

8. Reduction in credits, if any (current year)

0

0

9. Total leave taken

168

0

10. Balance

376

992

11. Total hours paid in lump sum 360 hrs + 2 holidays

12. Salary rate(s) \$16,084.00

13. Lump sum leave dates  
from 0830 12/1/70 to 2/03/71

1700

(Hours)

24. Signature  
FOR CHIEF PAYROLL

1/5/71

(Date)

(Telephone)

SUMMARY OF HOME LEAVE  
(DAYS)

REMARKS

14. Date arrival abroad for ML purposes

15. Current balance as of 19

16. 12-month accrual rate

17. Dates leave used, prior 24 months

18. Monthly accrual date

19. Calendar days credit for next accrual date

20. Date basic service period completed

## MILITARY LEAVE

21. Dates during current calendar yr.

22. Dates during preceding calendar yr.

## ABSENCE WITHOUT PAY

23. During leave year in which separated

24. During step-increase waiting period which began on 1/5/70

25. During 12-month ML accrual period (dates)

1. WOP or AWOL or Furlough Suspension

(Hours)

0

0

SCD:

6/2/51

Used Sick

Leave 992hrs

U.S.C.

Ch 639

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION  
FPM SUPPLEMENTS 200-32 AND 900-2

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
019477		JAMES H. BROWN		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 12	4	\$14,727	04/07/68	GS 12	5	\$15,173	04/03/70		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>John H. Brown</i>						DATE <i>1 Feb 1970</i>			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS						AUDITED BY <i>Don H. Hinkley</i>			
FORM 7-56 560 E Use previous editions <b>PAY CHANGE NOTIFICATION</b> (4-51)									

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR=STEP	NEW SALARY
<i>James H. Brown</i>	019477	51	620	CF GS 12 4	\$15,611

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206, PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME <i>J. W. H. Davis</i>	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
<del>XXXXXXXXXX</del>	019477	51	620	CF GS 12 3	\$11,685	\$12,225

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
019477		<i>J. W. H. Davis</i>		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 12	3	\$12,225	04/09/67	GS 12	4	\$12,607	04/07/68		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>[Signature]</i>						DATE <i>7 Feb 68</i>			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS						AUDITED BY			
FORM 7-66 560 E Use previous editions						PAY CHANGE NOTIFICATION (4-51)			

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME <i>J. W. H. Davis</i>	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
<del>XXXXXXXXXX</del>	019477	51	620	CF GS 12 4	\$12,607	\$13,392

SECRET  
(When Filled In)

SE: 12 SEPT. 67

NOTIFICATION OF PERSONNEL ACTION

CCB

1. SERIAL NUMBER 019477		2. NAME (LAST-FIRST-MIDDLE) TARASOFF, Boris D	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE NO. DA. YR. 09 10 67	
5. CATEGORY OF EMPLOYMENT REGULAR		6. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
7. Financial Analysis No. Chargeable 3135 0990 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 4589	
13. SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, CW, etc.) GS	
15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 3	
17. SALARY OR RATE 11685		18. REMARKS  11.8 Sept 67	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY. CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51620 Wri	22. STATION CODE 45075
23. INTEGRITY CODE 3	24. HOURS Code	25. DATE OF BIRTH MO. DA. YR. 11 02 08	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LEI MO. DA. YR.	28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1 - CSC 2 - CIA 3 - FICA 4 - NONE	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO. DA. YR.	33. SECURITY REQ NO.	34. SEX
35. VET. PREFERENCE CODE	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE
39. FEGLI / HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA CODE	45. NO TAX EXEMPT	46. STATE CODE
SIGNATURE OR OTHER AUTHENTICATION  [Signature] 9/13/67			

FORM 5-66 1150

Use Previous Edition

SECRET

MAH

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

SECRET

(When Filled In)

EJT: 13 APR 67

## NOTIFICATION OF PERSONNEL ACTION

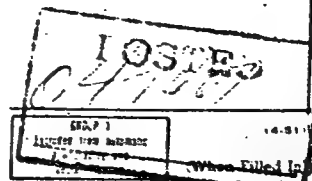
ACE

1. SERIAL NUMBER 019477		2. NAME (LAST-FIRST-MIDDLE) Larson, Peter D	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE 04   09   67	
5. CATEGORY OF EMPLOYMENT REGULAR		6. FINANCIAL ANALYSIS NO. CHARGEABLE 7135 0990 0000	
7. CSK OR OTHER LEGAL AUTHORITY 50 USC 403 J		8. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION	
9. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		10. POSITION TITLE OPS OFFICER	
11. POSITION NUMBER 0418		12. SERVICE DESIGNATION D	
13. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		14. OCCUPATIONAL SERIES 0136.01	
15. GRADE AND STEP 12 3		16. SALARY OR RATE 11685	
17. REMARKS <div style="border: 1px solid black; padding: 5px; text-align: center;">POSTED ON OF-4b</div>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 32		20. EMPLOY CODE 10	
21. OFFICE CODING NUMERIC ALPHABETIC 51620 WH		22. STATION CODE 45075	
23. INTEGREE CODE 3		24. DATE OF BIRTH 11   02   08	
25. DATE OF GRADE 11   02   08		26. DATE OF LEI	
27. NTE EXPIRES NO. DA. YR.		28. SPECIAL REFERENCE 1 - CSC 2 - CIA 3 - FICA 4 - NONE	
29. RETIREMENT DATA CODE		30. SEPARATION DATA CODE TIME	
31. CORRECTION/CANCELLATION DATA NO. DA. YR.		32. SECURITY REQ. NO.	
33. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT		34. SERV. COMP. DATE NO. DA. YR.	
35. LONG. COMP. DATE NO. DA. YR.		36. CAREER CATEGORY CODE CAB HACV PACV TAMP	
37. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		38. SOCIAL SECURITY NO.	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS.) 3 - BREAK IN SERVICE (MORE THAN 3 YRS.)		40. LEAVE CAT. CODE	
41. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		42. STATE TAX DATA CODE NO. TAX STATE CODE EXEMP	
SIGNATURE OR OTHER AUTHENTICATION			

FORM 1150

Use Previous  
Edition

SECRET



019477 ~~XXXXXXXXXX~~ 51 872 GF

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION	
Grade	Step	Rate	Effective Date	Grade	Step	Rate	Effective Date	PL	AD
GS 12	3	\$11,106	04/10/66	GS 12	3	\$11,106	04/09/67		

NO EXCESS LWOP  
IN PAY STATUS AT END OF WAITING PERIOD  
LWOP STATUS AT END OF WAITING PERIOD  
CLERKS INITIALS AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS  
OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: *[Signature]* DATE: *15 Feb 67*

**PAY CHANGE NOTIFICATION**

Form 5010-100 3-65 (6-31)

SECRET  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

1. SERIAL NUMBER: 019477 2. NAME (LAST FIRST-MIDDLE): *Jarvis D. Bous D.*

3. NATURE OF PERSONNEL ACTION: DESIGNATION AS PARTICIPANT IN CIVILILITARIAN AND DISABILITY SYSTEM

4. EFFECTIVE DATE: 12 11 1966 5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V, V TO CF, CF TO V, CF TO CF

7. Financial Analysis No. (Chargeable): 7105 0900 0000 8. CSC OR OTHER LEGAL AUTHORITY: PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS: 10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: 12. POSITION NUMBER: 13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LR, etc.): 15. OCCUPATIONAL SERIES: 16. GRADE AND STEP: 17. SALARY OR RATE:

18. REMARKS: EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTERSEE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF SEE
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CAC 2. CAC 3. CAC 4. NONE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ NO.	34. SEN		
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT	36. SERV. COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY CAC STS. CODE PROG. TEMP	39. FEGLI / HEALTH INSURANCE CODE 0 - NO YES 1 - YES	40. SOCIAL SECURITY NO			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE MORE THAN 3 YRS	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXEMPTED CODE NO TAX EXEMPTIONS	44. STATE TAX DATA FORM EXEMPTED CODE NO TAX EXEMPTIONS					

SIGNATURE OR OTHER AUTHENTICATION

**POSTED**

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 6 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
<i>[REDACTED]</i>	019477	51	620	CF GS 12 2	\$10,987	\$11,306

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 6 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
<i>[REDACTED]</i>	019477	51	620	CF GS 12 1	\$10,250	\$10,619

*Bel*

1. Serial No.	2. Name	3. Cont. Center Number	4. LWOP Hours
019477	<i>[REDACTED]</i>		
5. OLD SALARY RATE		5. NEW SALARY RATE	
Grade	Step	Salary	Effective Date
GS 12	1	\$10,619	04/11/65
GS 12	2	\$10,987	04/10/66
6. TYPE ACTION			
PSI	LSI	ADJ.	
7. Remarks and Authentication			
NO EXCESS LWOP IN PAY STATUS AT END OF WAITING PERIOD LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY:			
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.			
SIGNATURE: <i>[Signature]</i>			



**SECRET**  
(When Filled In)

DLC: 5 APR 65

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 013477		2. NAME (LAST-FIRST-MIDDLE) JAMES H. RYAN D									
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE NO. DA YR 04 11 65		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 5135 0950 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
CF TO V		X		CF TO CF		9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION					
10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO						11. POSITION TITLE OFS OFFICER					
12. POSITION NUMBER 0400				13. SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS				15. OCCUPATIONAL SERIES 0136.01,		16. GRADE AND STEP 12 1		17. SALARY OR RATE 10250			
18. REMARKS											
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>POSTED ON</b>  <b>PK OF-4b</b>  <b>14 APR 1965</b> </div>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51700 WH		22. STATION CODE 45075	23. INTEGREE CODE	24. HOURS CODE 3	25. DATE OF BIRTH MO DA YR 11 02 08		26. DATE OF GRADE MO DA YR 04 11 65		27. DATE OF LEI MO DA YR 04 11 65
28. NTE EXPIRES MO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1 - CSC 2 - PICA 3 - NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO DA YR		33. SECURITY REQ NO.	
34. VET. PREFERENCE CODE		35. SERV. COMP. DATE MO DA YR		36. LONG. COMP. DATE MO DA YR		37. CAREER CATEGORY CAP BPOV PROV TEMP		38. FEGLI / HEALTH INSURANCE CODE CODE 0 - WAIVER 1 - YES		39. SOCIAL SECURITY NO.	
40. PREVIOUS GOVERNMENT SERVICE DA'S CODE				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS		43. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS		44. SOCIAL SECURITY NO.	
45. NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				46. NO TAX EXEMPTIONS		47. NO TAX EXEMPTIONS		48. NO TAX EXEMPTIONS		49. NO TAX EXEMPTIONS	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  <b>04/13/65</b>  <b>2K</b> </div>											

FORM 11-62 1150

Use Previous Edition

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART-BELOW.**

[illegible]

WH

1 Serial No.		2 Name		3 Cost Center Number		4 LWOP Hours	
019477		Jaredoff, Bruce D.		64 700 CF			
5 OLD SALARY RATE				6 NEW SALARY RATE		7 TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 11	3	\$ 8,575	10/28/62	GS 11	4	\$ 8,840	10/27/63
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY Joseph B. Gay							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: [Signature] DATE: 1-1-63							
PAY CHANGE NOTIFICATION							

POSTED ON 1-4-63

Form 560 (4-51)  
9-61 Obsolete Previous Edition

WH

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME  
Jaredoff, Bruce D.

SERIAL	OWGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
019477	51 700	CF GS 11 4	\$ 8,840	\$ 9,250

7-40  
8 JAN 1964

SECRET  
(When Filled In)

LLG: 5 JUNE 63

OAB										NOTIFICATION OF PERSONNEL ACTION															
1. SERIAL NUMBER										2. NAME (LAST-FIRST-MIDDLE)															
019477										[REDACTED] [REDACTED] [REDACTED]															
3. NATURE OF PERSONNEL ACTION										4. EFFECTIVE DATE					5. CATEGORY OF EMPLOYMENT										
EXCEPTED APPOINTMENT (CAREER)										NO. DA. YR. 06 05 63					REGULAR										
6. FUNDS										7. COST CENTER NO. CHARGEABLE					8. USC OR OTHER LEGAL AUTHORITY										
<table border="1"> <tr> <td>V TO V</td> <td></td> <td>V TO CF</td> </tr> <tr> <td>CF TO V</td> <td>X</td> <td>CF TO CF</td> </tr> </table>										V TO V		V TO CF	CF TO V	X	CF TO CF	3135 5700 1000					50 USC 403 J				
V TO V		V TO CF																							
CF TO V	X	CF TO CF																							
9. ORGANIZATIONAL DESIGNATIONS										10. LOCATION OF OFFICIAL STATION															
DDP WH BRANCH 3 MEXICO CITY, MEXICO										MEXICO CITY, MEXICO															
11. POSITION TITLE										12. POSITION NUMBER					13. SERVICE DESIGNATION										
OPS OFFICER										0400					D										
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)					15. OCCUPATIONAL SERIES					16. GRADE AND STEP					17. SALARY OR RATE										
GS					0136.01					11 3					8575										
18. REMARKS																									
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           POSTED ON            JUN 11 1963         </div>																									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																									
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. HOURS CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI									
13		10		64700 WH		45075		3		11		02 08		05 01 60		10 28 62									
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX		35. SOCIAL SECURITY NO.											
				1				EOD DATA		00000		M1													
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.															
1		06 02 51		02 20 56		C		1																	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE				43. FEDERAL TAX DATA				44. STATE TAX DATA													
1				6				0				0													
SIGNATURE OR OTHER AUTHENTICATION																									

FORM 11-62 1150

Use Previous Edition

SECRET

5 JUN 1963

GROUP 1  
(Excluded from automatic  
downgrading and  
declassification)

(4-51)  
(When Filled In)

**SECRET**  
(When Filled In)

JGD 28 AUG 63

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
019477		TARASOFF BORIS D									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
RESIGNATION (CORRECTION)						06 04 63		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
				CF TO V		CF TO CF		4235 1990 1000			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH CS/CS DEVELOPMENT COMPLEMENT						WASH., D. C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
I O FOREIGN DOC						9997		OD			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0132.62		11 3		8575			
18. REMARKS THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 06/04/63 AS FOLLOWS: ITEM # 13 SERVICE DESIGNATION WHICH READ, D TO READ, OD.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LET
45	18	NUMERIC ALPHABETIC					MO. DA. YR.		MO. DA. YR.		MO. DA. YR.
							11 02 08				
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO.	
MO. DA. YR.				1 - CSC 2 - FICA 3 - NONE		1BD0091		TYPE MO. DA. YR.		EOD DATA	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CAR BENF PROV TEMP		CODE CODE 0 - WAIVER 1 - YES		HEALTH INS. CODE	
0 - NONE 1 - 5 PT. 2 - 10 PT.											
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE				CODE		FORM EXECUTED CODE NO TAX EXEMPTIONS		FORM EXECUTED CODE NO TAX EXEMPTIONS			
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)						1 - YES 2 - NO		1 - YES 2 - NO			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  09/12/63 WK </div>											

FORM 11-62 1150

Use Previous Edition

**SECRET**

28 AUG 1963

2220 1  
Excluded from automatic  
downgrading and  
declassification

(4-91)

(When Filled In)



ABM: 26 NOV 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
OCF																	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
019477		TARASOFF BORIS D															
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT											
REASSIGNMENT				11 26 62		REGULAR											
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY							
		CF TO V		CF TO CF		3235 1990 1000		50 USC 403 J									
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION											
DDP WH CS/CS DEVELOPMENT COMPLEMENT						WASH., D. C.											
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION									
I O FOREIGN DOC						9997		CO									
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE									
GS				0132.62		11 3		8575									
18. REMARKS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY. CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. Hdqtrs. Code		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
37		18		NUMERIC ALPHABETIC 64997 WH		75013				1		11 02 08					
28. MTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.		34. SER					
NO. DA. YR.				1. CSC 2. PICA 3. NONE		CODE		TYPE NO. DA. YR.		EOD DATA							
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. REG/1 / HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
CODE		0. NONE 1. 5 PT 2. 10 PT		NO. DA. YR.		NO. DA. YR.		CAN. RESV. PROV. TEMP.		CODE		CODE		HEALTH INS. CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA		44. STATE TAX DATA									
CODE				0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)		CODE		FORM EXECUTED 1. YES 2. NO		NO TAX DEDUCTIONS		FORM EXECUTED 1. YES 2. NO		CODE		NO TAX DEDUCTIONS 1. YES 2. NO	
SIGNATURE OR OTHER AUTHENTICATION												POSTED					
												12/1/62					

FORM 4-62 1150

Use Previous Edition

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 97-793 AND  
 DCI MEMORANDUM DATED 1 AUGUST 1984, SALARY IS ADJUSTED AS FOLLOWS.  
 EFFECTIVE 14 OCTOBER 1982

NAME	SERIAL	ORGN	FUNDS	OLD GRST SALARY	OLD GRST SALARY	NEW GRST SALARY	NEW GRST SALARY
TARASOFF BORIS D	019477	PA100	V	11 2 \$ 7820	11 2 \$ 8310		

243-1010

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
019477		TARASOFF BORIS D		26 100 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last EN Date	Grade	Step	Salary	Effective Date
GS-11	2	\$ 8,310	10/29/81	S-11	3	\$ 8,575	10/28/82
7. TYPE ACTION							
PSI (SI) ADJ.							
8. Remarks and Authentication							
NO EXCESS LWOP IN PAY STATUS AT EN. OF WAITING PERIOD LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>gmk</i> AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>						DATE: 10/24/82	
PAY CHANGE NOTIFICATION <i>[Signature]</i>							



**SECRET**  
(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
19A77		TARASOFF BORIS D		27 20			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS	11	1	\$ 7,030	11	2	\$ 7,560	10/29/61
7. TYPE ACTION							
FBI LSI ADJ.							
8. Remarks and Authentication							
<p>NO EXCESS LWOP</p> <p>IN PAY STATUS AT END OF WAITING PERIOD</p> <p>IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center"><b>EMMETT D. ECHOLS</b></p> <p align="center"><b>PAY CHANGE NOTIFICATION</b></p>							

Form 560

Obsolete Previous Edition

**SECRET**

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
OD	TARASOFF BORIS D	119477	27 20	GS-11 1	\$ 7,030	\$ 7,560

/S/

EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

**SECRET**  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
BWS: 29 APR 1960														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vac. Prof.		5. Sex		6. CS - EOB	
119477		TARASOFF BORIS D				Mo. Da. Yr. 11 02 08			1. 5 Yr. 1. 10 Yr. 2. Code 1		M 1		Mo. Da. Yr. 02 20 56	
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Min. Serv. Req.	
Mo. Da. Yr. 06 02 51		Yes - 1 No - 2 1		50 USCA 403 J		Mo. Da. Yr. 			Yes - 1 No - 2 		Mo. Da. Yr. 02 20 56		Yes - 1 No - 2 2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDI 00 FDD USSR BRANCH MATERIALS & INDUSTRY SECT.				2720		WASH., D. C.				75013	
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - 2 USild - 4 Frqn - 6 2		10 FOREIGN DOC				1146		GS		0132.48	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
10-1		\$ 6505		00		Mo. Da. Yr. 06 14 59		Mo. Da. Yr. 06 12 60		9 4300 20 001	

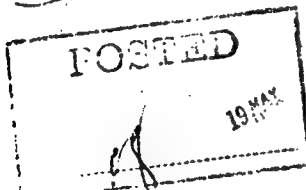
**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		Mo. Da. Yr. 05 01 60		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDI 00 FDD USSR BRANCH MATERIALS & INDUSTRY SECTION				2720		WASH., D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - 2 USild - 4 Frqn - 6 2		10 (FOREIGN DOC)				1146		GS		- 0132.48	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
11 1		\$ 7030		00		Mo. Da. Yr. 05 01 60		Mo. Da. Yr. 10 29 61		0243 1010 0000	

44. Remarks



SECRET

**SECRET**  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																
MCM 12 JUNE 59																
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD			
119477		TARASOFF BORIS D				Mo. Da. Yr. 11 02 08			None-0 5 Pt-1 10 Pt-2 Code 1		M 1		Mo. Da. Yr. 02 20 56			
7. SCD		8. CSC Rotmt.		9. CSC Or Other Legal Authority				10. Asmt. Affidav.			11. FEGLI		12. LCD		13. Btl. Serv. Green. Lco	
Mo. Da. Yr. 06 02 51		Yes-1 No-2 Code 1		50 USCA 403				Mo. Da. Yr. Mo. Da. Yr.			Yes-1 No-2 Code		Mo. Da. Yr. 02 20 56		Yes-1 No-2 Code 2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDI OFFICE OF OPERATIONS FDD USSR BRANCH MATERIALS & INDUSTRY SECT.						WASH., D. C.					
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 2 USIld - 4 Frgn - 6 Code 2		10 FOREIGN DOC		1147		GS		0132.48			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
09 3		\$ 6285		00		Mo. Da. Yr. Mo. Da. Yr.				9 4300 20 001	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		Mo. Da. Yr. 06 14 59		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDI OO FDD USSR BRANCH MATERIALS & INDUSTRY SECT.				2720		WASH., D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 2 USIld - 4 Frgn - 6 Code 2		10 FOREIGN DOC		1146		GS		0132.48			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
10 1		\$ 6505		00		Mo. Da. Yr. 06 14 59		Mo. Da. Yr. 06 12 60		9 4300 20 001	
44. Remarks											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p align="center">FORMED</p> <p align="center">16 JUN 1959</p> <p align="center">W</p> </div>											

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASS. SLD ORG.		4. FUNDS		5. ALLOTMENT					
119477		TARASOFF BORIS D		DDI/FDD-25		V-20							
6. OLD SALARY RATE						7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE				
			MO.	DA.	YR.				MO. DA. YR.				
GS	9	2	\$ 6,135	05	18	58	GS	9	3	\$ 6,285	05	17	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER													
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP							
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK <i>R</i>							
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY							
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD													
TO BE COMPLETED BY THE OFFICE OF PERSONNEL													
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS							
GRADE	STEP	SALARY	MO.	DA.	YR.								
14. AUTHENTICATION													
<p align="center">65. NOV 05 11 50 AM '59 PAYROLL BRANCH</p> <p align="center"><b>W. M. STEWART</b></p>													
PERIODIC STEP INCREASE - AUTHENTICATION													

FORM NO. 560b  
1 MAR. 58

SECRET

PERSONNEL FOLDER

(4)

IN LIEU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING  
FROM R-20-250

SER #	NAME	SD	OLD SLOT	NEW SLOT	DATE
119477	TARASOFF BORIS D	UD	0653.04	1147	02/24/59

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORG.		4. FUNDS		5. ALLOTMENT								
119477		TARASOFF BORIS D			DDI/FDD		V-20										
6. OLD SALARY RATE						7. NEW SALARY RATE											
GRADE		STEP		SALARY		LAST EFFECTIVE DATE			GRADE		STEP		SALARY		EFFECTIVE DATE		
						MO. DA. YR.									MO. DA. YR.		
GS 9		1		\$ 5,440					GS 9		2		\$ 5,575		05 18 58		
REMARKS																	
<p align="center"><b>CERTIFICATION</b></p> <p>I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.</p>																	
TYPED, OR PRINTED, NAME OF SUPERVISOR										DATE		SIGNATURE OF SUPERVISOR					
TALBOT RUSLEFELDT										1 April 1958		<i>T. Bickfeldt</i>					
<p align="center"><b>PERIODIC STEP INCREASE - CERTIFICATION</b></p>																	

FORM NO. 560  
1 MAR. 58**SECRET**

PERSONNEL FOLDER (4)

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORG.		4. FUNDS		5. ALLOTMENT								
119477		TARASOFF BORIS D			DDI/FDD		V-20										
6. OLD SALARY RATE						7. NEW SALARY RATE											
GRADE		STEP		SALARY		LAST EFFECTIVE DATE			GRADE		STEP		SALARY		EFFECTIVE DATE		
						MO. DA. YR.									MO. DA. YR.		
GS 9		1		\$ 5,440					GS 9		2		\$ 5,575		05 18 58		
<p align="center"><b>TO BE COMPLETED BY THE OFFICE OF COMPTROLLER</b></p>																	
8. CHECK ONE IF EXCESS LEAVE LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD										<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP		9. NUMBER OF HOURS LWOP					
10. INITIALS OF CLERK										11. AUDITED BY							
<p align="center"><b>TO BE COMPLETED BY THE OFFICE OF PERSONNEL</b></p>																	
12. PROJECTED SALARY RATE AND EFFECTIVE DATE												13. REMARKS					
GRADE		STEP		SALARY		MO. DA. YR.											
14. AUTHENTICATION																	
<p align="center"><b>PERIODIC STEP INCREASE - AUTHENTICATION</b></p>																	

**SECRET**

PERSONNEL FOLDER (4)

## S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
TARASOFF BORIS D	119477	GS-09-2	\$ 5,575	\$ 6,135

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

are

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME) <b>MR. BORIS D. TARASOFF</b> 119477		2. DATE OF BIRTH <b>2 Nov 1908</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>17 May 1957</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b> 30		6. EFFECTIVE DATE <b>19 May 1957</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 J</b>	
FROM		TO		
<b>GS-0132.48-7 \$4660.00 per annum</b>  <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		8. POSITION TITLE  9. SERVICE SERIES, GRADE, SALARY  10. ORGANIZATIONAL DESIGNATIONS <b>232040</b>  11. HEADQUARTERS <b>2</b>  12. FIELD OR DEPT. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<b>Foreign Documents Off. K-653.04</b>  <b>GS-0132.48-9 \$5440.00 per annum</b>  <b>DDI/CO</b> <b>Foreign Documents Division</b> <b>USSR Branch</b>  <b>Washington, D. C.</b> <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> S-PT <input checked="" type="checkbox"/> 10-POINT 1-10 11-15		NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>8D-00</b>		
15. SEX <b>M</b>	16. APPROPRIATION FROM: <b>7-4301-20</b> TO: <b>750-13</b>	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
20. REMARKS:  <div style="text-align: right;"> <p>4 EOD 02/20/56</p> <div style="border: 1px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;"> <p>POSTED</p> <p>27 MAY 1957</p> <p><i>gw</i></p> </div> </div>				
ENTRANCE PERFORMANCE RATING: <input type="checkbox"/> 00 <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 <input type="checkbox"/> 71 <input type="checkbox"/> 72 <input type="checkbox"/> 73 <input type="checkbox"/> 74 <input type="checkbox"/> 75 <input type="checkbox"/> 76 <input type="checkbox"/> 77 <input type="checkbox"/> 78 <input type="checkbox"/> 79 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 82 <input type="checkbox"/> 83 <input type="checkbox"/> 84 <input type="checkbox"/> 85 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 88 <input type="checkbox"/> 89 <input type="checkbox"/> 90 <input type="checkbox"/> 91 <input type="checkbox"/> 92 <input type="checkbox"/> 93 <input type="checkbox"/> 94 <input type="checkbox"/> 95 <input type="checkbox"/> 96 <input type="checkbox"/> 97 <input type="checkbox"/> 98 <input type="checkbox"/> 99 <input type="checkbox"/> 100				

Director of Personnel

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING CO.

717 - 4/23/57

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. <b>119477</b>		2. NAME <b>TARASOFF BORIS D</b>		3. ASSIGNED ORGAN <b>DDI/FDD-25</b>		4. GRADE <b>V-20</b>	
6. OLD SALARY RATE				7. NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP
			W2	D4	Y4		
<b>7</b>	<b>1</b>	<b>\$ 4,525</b>	<b>02</b>	<b>20</b>	<b>56</b>	<b>7</b>	<b>2</b>
						<b>\$ 4,660</b>	<b>02 24 57</b>
REMARKS							
CERTIFICATION							
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.							
TYPED, OR PRINTED, NAME OF SUPERVISOR			DATE		SIGNATURE OF SUPERVISOR		
Talbot Bielefeldt.			7 Jan 57		<i>T. Bielefeldt</i>		
PERIODIC STEP INCREASE - CERTIFICATION							

FORM NO. 560  
1 MAR. 55

SECRET

PERSONNEL FOLDER (4)

STANDARD FORM 50 (5 PART)  
REV. APRIL 1951  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER XI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIALS, AND SURNAME) <b>MR. BORIS D. TARASOFF</b>		2. DATE OF BIRTH <b>2 Nov 1900</b>	3. JOURNAL OR ACTION NO. <b>119477</b>	4. DATE <b>3 October 1956</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>REASSIGNMENT</b>		6. EFFECTIVE DATE <b>7 Oct 1956</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 J</b>	
FROM <b>K-777.99</b> <b>GS-0132.48-7 \$4525.00 per annum</b>		TO <b>Foreign Documents Off. K-653.04-7</b> <b>GS-0132.48-7 \$4525.00 per annum</b>		
8. POSITION TITLE <b>Foreign Documents Off. K-653.04-7</b>		9. SERVICE, SERIES, GRADE, SALARY <b>GS-0132.48-7 \$4525.00 per annum</b>		
10. ORGANIZATIONAL DESIGNATIONS <b>232940</b>		11. HEADQUARTERS <b>2</b>		
12. FIELD OR DEPT. <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		13. POSITION CLASSIFICATION ACTION <b>80-00</b>		
14. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/>		15. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>		
16. APPROPRIATION FROM: <b>7-4301-20</b> TO: <b>750-13</b>		17. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) <b>80-00</b>		
18. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		19. REMARKS		

4 ECD 02/20/56

FOSTED

OCT 5 1956



STANDARD FORM 50 (2 PART)  
NEW APRIL 1961  
PROMULGATED BY  
U S CIVIL SERVICE COMMISSION  
CHAPTER XI. FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

141

# NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Boris D. Terasoff	2 Nov 1908		13 Sep 1956
<b>NOTIFICATION OF PERSONNEL ACTION</b>			
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment (Change of Service Designation) 57	9 Sep 1956	50 UECA 403 J	
FROM	TO		
Intell. Asst. EBF-0141 GS-0301.28-7 DDP/PI Staff Division D, Project PB Jointly Office of the Chief Branch 2, Section B	8. POSITION TITLE  9. SERVICE, SERIES GRADE, SALARY  10. ORGANIZATIONAL DESIGNATIONS 232040  11. HEADQUARTERS 2  12. FIELD OR DEPT'L	Foreign Docs. Off. K-777-99  GS-0132.48-7 \$425.00 per annum  DDI/CO FDD USAR Branch  Washington, D. C.	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE	14. POSITION CLASSIFICATION ACTION		
NONE WWII OTHER S-PT. 10-POINT  Y	NEW VICE I. A. REAL  From: SD/D To: SD/OD		
15. SEX M	16. APPROPRIATION FROM: 7-2306-83 750-13 W TO: 7-4301-80	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)
			19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
20. REMARKS:  4 EOD 02/20/56  FOOTED SEP 20 1956			
ENTRANCE PERFORMANCE RATING: Director of Personnel			

C-1735 tat

# NOTIFICATION OF PERSONNEL ACTION

#### 4. PERSONNEL FOLDER COPY

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <i>Taxeloff, Peter</i> GENERAL				019477	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
<i>[REDACTED]</i>		2 Nov. 08	M	GS-12	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Off		DDP/WH/Br.1		Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 January - 15 July 1970,		
SECTION B PERFORMANCE EVALUATION					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Translation of Russian language materials into English transcript.					S
SPECIFIC DUTY NO. 2					RATING LETTER
Preparation of personality and assessment reports on individual Soviets based on above.					S
SPECIFIC DUTY NO. 3					RATING LETTER
Transcription of English language conversations.					P
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>This officer has continued to perform his assigned tasks in superior fashion. Not only is he a skilled transcriber/translator, he is also able to put his experience and knowledge into words in preparing character analyses which have been of great value to the Station's operational program. Although his work load is often quite heavy, he can always be counted on to complete his assignments promptly and he willingly puts in the extra time frequently needed.</p> <p>His team spirit and dedication are shown by the fact that on several occasions, in spite of advancing age and recent illness, he spent long hours in base houses on live-monitoring assignments. He will be greatly missed when he retires in the near future.</p> <p>As previously noted, this officer does not handle operational funds or have supervisory responsibilities. He has had no cover problems, nor has he required any unusual administrative support, other than that which is to be expected in connection with his forthcoming retirement.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
	/s/ [Signature]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
19 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
	Ops Officer	Donald F. Vogel /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur in the above ratings and comments. I am not able to add any meaningful comments due to the highly specialized nature of Subject's duties.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
	Deputy Chief of Station	Paul V. Harwood /s/	

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				019477	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
[REDACTED]			2 Nov 1908	M	GS-12 D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATION		
Ops Officer			DDP/WII/BF.1 Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
28 February 1970			1 January thru 31 December 1969		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Translation of Russian language materials into English transcript.					S
SPECIFIC DUTY NO. 2 Preparation of personality and assessment reports on individual Soviets based on the above.					S
SPECIFIC DUTY NO. 3 Transcription of English language conversations.					P
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>This officer continues to perform his assigned duties in a superior fashion. Illness put him out of action for some time, but otherwise the Station received the fine performance which has come to be routine with him. This officer's experience and dedication make it possible for him to work effectively with an absolute minimum of supervision. He responds instinctively to items of operational significance, and his experience and knowledge make it possible for him to write penetrating analyses of target personalities, and interrelationships among these persons, based solely on what he hears.</p> <p>This officer has also been called upon to transcribe material from audio operations, in addition to the telephone material which is his normal assignment. He has also handled this well, although his advancing age and less acute hearing make this task much more difficult for him.</p> <p>While not called upon to use Spanish normally, he has sufficient fluency to handle material in Spanish when required.</p> <p>This officer uses his time well and takes good care of the equipment assigned to him. He does not handle operational funds nor does he have any supervisory responsibilities.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
20 January 1970	[REDACTED] /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12 months	[REDACTED]		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
20 January 1970	Donald F. Vogel /s/	Ops Officer	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I can add nothing substantive to the above report since I have little opportunity to deal at first hand with Subject's output. The rating officer is both meticulous and fair and I have full confidence in his evaluation of Subject.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
20 January 1970	Chief, Ops Officer	Paul V. Harwood /s/	

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				019477	
<b>SECTION A GENERAL</b>					
1. NAME (Last) <i>Timothy</i> (First) <i>James</i> (Middle) <i>R</i>		2. DATE OF BIRTH 2 Nov. 1908	3. SEX M	4. GRADE GS-12	5. SD D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1		8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 28 February 1969		12. REPORTING PERIOD (From - to) 1 January 1968 thru 31 December 1968			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Translation of Russian language product into English transcript					S
SPECIFIC DUTY NO. 2 Preparation of personality and assessment reports on individual Soviets based on the above.					S
SPECIFIC DUTY NO. 3 Translation of Russian letters into English					S
SPECIFIC DUTY NO. 4 Transcription of English language conversations					P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer continues to consistently perform at the excellent level which has characterized his work in this Station for several years. His high level of personal dedication and professional competence have become standard.

From his daily work he has an intimate knowledge of and insight into the personalities of individual Soviets and the personal inter-relationships existing between members of the local Soviet colony. The character analyses which he prepares are excellent and an invaluable aid to our Soviet program.

He has had no professional, administrative, or personal problems during the reporting period.

His knowledge of Spanish continues to improve and aids him considerably in his work.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
28 Jan 60		
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
41 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
28 Jan 69	Ops Officer	Paul L. Dillion /s/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
The reviewing officer concurs with the ratings given in Section B and in the narrative evaluation of this officer's performance in Section C. He continues to perform his duties in a superior fashion.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 Jan 69	Chief of Station	Winston M. Scott /s/

SECRET



**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				019477	
<b>SECTION A GENERAL</b>					
1. NAME <u>[REDACTED]</u> (First) <u>[REDACTED]</u> (Middle)		2. DATE OF BIRTH 2 Nov 1938	3. SEX M	4. GRADE GS-12	5. SO D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF DIV OR OF ASSIGNMENT DDP/WH/1		8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 28 February 1968		12. REPORTING PERIOD (From - to) 1 January 1967 - 1 January 1968			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1  Translation of Russian language telephone product into English transcripts.					S
SPECIFIC DUTY NO. 2  Preparation of personality and assessment reports on individual Soviets based on the above.					S
SPECIFIC DUTY NO. 3  Translation of Russian letters into English.					S
SPECIFIC DUTY NO. 4  Transcription of English language conversations.					P
SPECIFIC DUTY NO. 5					
SPECIFIC DUTY NO. 6					
24 MAY 1968					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

## NARRATIVE COMMENTS

## SECTION C

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

*May 72*  
This officer continues to perform his duties in the excellent manner that we have come to expect during the 4 1/2 years that he has served in the Station. His work is an indispensable part of the Station's program.

He has had no professional, administrative or personal problems during the reporting period.

He continues to study Spanish in which he shows satisfactory improvement.

SECTION D			CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE				
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT				
DATE	SIGNATURE OF EMPLOYEE			
	/s/ [Signature] <i>James H. Dillon</i>			
2. BY SUPERVISOR				
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION			
20				
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE		
	Ops Officer	Paul Dillon		
3. BY REVIEWING OFFICIAL				
COMMENTS OF REVIEWING OFFICIAL				
The Reviewing Officer concurs in the ratings given this officer and in the narrative evaluation of his performance.				
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE		
16 February 1968	Chief of Station	Winston Scott		

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 283336	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
			2 Nov 1908	M	GS-12 D
6. OFFICIAL POSITION TITLE			7. OFF DIV/BR OF ASSIGNMENT 8. CURRENT STATION		
Ops Officer			DDP/WH-1 Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
28 February 1967			1 January 1966-31 December 1966		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Translation of Russian language telephone tap product into English transcript.					O
SPECIFIC DUTY NO. 2 Preparation of personality and assessment reports on individual Soviets based on the above.					S
SPECIFIC DUTY NO. 3 Translation of Russian letters into English.					S
SPECIFIC DUTY NO. 4 Translation of Spanish language telephone product into English and transcription of English conversations					P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<div style="display: flex; justify-content: space-between;"> <span>24 MAR 1967</span> <span>14 JUN 1967</span> </div>					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

NARRATIVE COMMENTS

SECTION C

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

~~██████████~~ continues to show a high degree of competence in his primary responsibility, which is translating and transcribing Russian telephone conversations. He works quickly and accurately and has a fine feeling for the subtleties of the Russian language. His character analyses of Soviets have been of great assistance in the Station's operational planning. He continues to maintain his deep cover status well and presents no problem of either an administrative or a personal nature. His wife continues to assist him with his work, and together they make an excellent team.

Subject is very cost conscious in his operational duties.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

3 Feb 67

SIGNATURE OF EMPLOYEE

/s/ ~~██████████~~ *James P. B...*

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

3 Feb 67

OFFICIAL TITLE OF SUPERVISOR

Ops Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Cynthia Hausmann

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with the rating officer's evaluation. The Station is fortunate that ~~██████████~~ intends to remain permanently in Mexico where he makes an invaluable contribution to the SB Section's program and presents no difficulties whatsoever.

DATE

3 Feb 67

OFFICIAL TITLE OF REVIEWING OFFICIAL

Ops Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Paul L. Dillon

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <i>Taraseff, Peter D.</i>				019477	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
<i>[Redacted]</i>		2 Nov 08	M	GS-12	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
Ops Officer		DDP/WH/1			
8. CHECK (X) TYPE OF APPOINTMENT		9. CURRENT STATION			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		Mexico City			
10. CHECK (X) TYPE OF REPORT		11. DATE REPORT DUE IN O.P.			
<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		12. REPORTING PERIOD (From - to)			
		16 August 1965 - 31 December 1965			
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Translation of Russian telephone and audio products into English transcript					S
SPECIFIC DUTY NO. 2 Processing transcribed telephone materials into a format which allows for immediate analysis and filing					S
SPECIFIC DUTY NO. 3 Preparation of personality and assessment reports on individual Soviets on the basis of the above material					S
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

FORM 4-65 45

USE PREVIOUS EDITIONS.

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in mind their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If needed to complete Section C, attach a separate sheet of paper.</p> <p>There has been no change in the excellent performance of officer and his wife, a contract employee, who assists him in all facets of his work.</p> <p>There have been no problems of either a professional or personal nature during the reporting period.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
16 June 1966	<i>[Signature]</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
9 1/2			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
16 June 1966	Chief/SR/Max.	Paul J. Dillon /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Concur.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
16 June 1966	Chief of Station	Winston M. Scott /s/	

SECRET

SECRET

12 AUG 1

## FITNESS REPORT (CONTINUED)

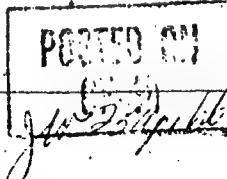
*David H. Baird*

Subject has not been in a supervisory position and his present assignment outside on unofficial cover working as a loner gives no indication as to his supervisory ability. It is believed Subject probably serves best as an independent analyst without supervisory responsibilities.

  
W.J. Kaufman  
C/WH/1

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 017777 264216	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <u>[REDACTED]</u>		2. DATE OF BIRTH 2 Nov 1908	3. SEX M	4. GRADE GS-12	5. SD D
8. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT /WH/i		6. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN U.P.		12. REPORTING PERIOD (From - to) 30 Sep 1964 - 15 Aug 1965			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Translation of Russian language telephone and audio product into English transcript.					S
SPECIFIC DUTY NO. 2 Preparation of characterization-assessment personality reports on the Soviet complement.					S
SPECIFIC DUTY NO. 3 Processing of transcribed telephone materials into format facilitating immediate analysis and handling by the Station.					S
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<div align="center">  </div>					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S
25 APR 1965					



SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.			
<p>Subject has continued to demonstrate a very high level of interest and competence in his work. Beyond the relatively technical aspect of producing transcriptions, which he accomplishes with timeliness, accuracy and thoroughness, he strives to provide the Station and Headquarters with an insight in depth on the local Soviet complement. He does this capably, particularly when one understands the limitations of his technical access. His wife, a contract employee, assists him in the preparation of the technical product. However, her over-all contribution goes beyond this, since Subject and his wife work together in effort to distill the meaning of their product in terms of personality assessment. They are uniquely well adjusted to their deep cover circumstances, are of little burden administratively to the Station, and are presently interested in continuing their assignment in Mexico City indefinitely.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
4 February 1966	<i>[Signature]</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
2-6			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
22 Dec 1965	Operations Officer	Herbert Manell /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Chief of Station, Mexico City concurs in this Fitness Report as submitted by <i>[Signature]</i> 's supervisor for the period reported.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
12 April 1966	Chief of Station	Winston M. Scott /s/	

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b> <i>Tarant</i> <i>Br...</i> <i>A</i> <b>GENERAL</b>					
1. NAME <i>Tarant</i> (Last) <i>Br...</i> (First) <i>A</i> (Middle)		2. DATE OF BIRTH 2 Nov 1908	3. SEX M	4. GRADE DDP WH 3	5. SD D
6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP WH 3		8. CURRENT STATION Harris City	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 30 November 1963		12. REPORTING PERIOD (From - to) 1 Nov 1963 - 30 November 1963			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Translation of Russian language telephone and audio product into English transcript.					RATING LETTER P
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					P
21 NOV 1963					

## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>The relatively limited period of Subject's assignment to the Station, coupled with the normal complications attendant to a staffer's conversion to the DDP and to a demerit status on a first assignment abroad, compels the supervisor to make a tentative assessment only at this time. However, from all indications to date it would appear that Subject and his family are acclimating themselves very well to the environmental, cover and work situation. Subject is interested in his work, applies himself conscientiously and is prompt in completing his assignments whether the work load for a day is light, or is heavy and requires unpaid overtime concentration. The translation product is presently exact and conforms to the Station's standards for such work. As Subject becomes more familiar with specific Station requirements, through experience and with closer supervision than afforded to date, he will be able to make a more imaginative contribution to his work, an effort that he has already begun.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
25 October 1963	/S/ [REDACTED]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
4			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 October 1963	Operations Officer	/S/ Herbert Manell	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
15 NOV 63	C. J. W. B.	[Signature]	

SECRET

S-E-C-R-E-T  
(When Filled In)

**TRAINING REPORT**

Spanish Basic Reading, Speaking, Writing  
(200 hours, full time)

02/24/63 - 02/15/63

Student : Boris D. Tarasoff

Office : WH

Year of Birth : 1908

Service Designation: D

Grade : 11

No. of Students : 4

EOD Date : 02/56

Instructor: Mrs. L. Edwards

**COURSE OBJECTIVES - CONTENT AND METHOD**

This is a 20-week, full-time course. The general aim of the course is to enable the student to use the spoken language with moderate facility and accuracy in a large number of everyday situations while providing a basis for further learning of the language either by actual use in the area or by further formal study. The major objectives of the course are to develop an ability; 1) to distinguish and produce the sounds of the language; 2) to use a large variety of basic sentences and expressions in the spoken language and apply them by re-combination to new situations; 3) to comprehend spoken Spanish in a variety of current everyday situations; 4) to develop the skills and techniques needed to read Spanish texts with minimum use of the dictionary; 5) to write the language in basic form, including letters, telegrams, short composition, etc.

The entire working day, 5 days a week, is devoted exclusively to language study. Four to five hours daily (a maximum of 25 hours a week) are devoted to guided drill and conversation practice with native speakers. The balance of the day is devoted to language laboratory drill and preparation of assigned material. Three days at mid-term and the final week of the course are spent in a special language-house in which Spanish is spoken exclusively.

**ACHIEVEMENT RECORD**

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. The number of students receiving each adjectival rating on overall course performance is shown below. This student's rating is indicated by the asterisk.

<u>Incomplete</u>	<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>
1		2*	1

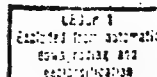
Mr. Tarasoff's application and interest throughout the course was unstinting. Progress in all course objectives was modest but steady. In future study particular attention should be given to pronunciation and structure.

FOR THE DIRECTOR OF TRAINING:

Chief Instructor

Date

S-E-C-R-E-T  
(When Filled In)



SECRET

(When Filled-In)

25 OCT 1962

Seen by G-2

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				019477	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SO
Tarasoff Boris D.			2 Nov 1908	M	GS-11 OD
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION
IO (Foreign Doc)			CO/YDD/USSR Branch		Hq.
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
21 October 1962			1 Oct 61 - 20 Sept 1962		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Reads Russian-language newspapers, periodicals and books to find information of intelligence value on Soviet heavy and construction machinery industries					O
SPECIFIC DUTY NO. 2					RATING LETTER
Evaluates materials found in published sources for processing through internal reports or through contract translations					S
SPECIFIC DUTY NO. 3					RATING LETTER
Extracts and translates items for internal reports					P
SPECIFIC DUTY NO. 4					RATING LETTER
Compiles Quarterly Scheduled report, <u>Commodity Output of USSR Union Republics</u>					S
SPECIFIC DUTY NO. 5					RATING LETTER
Scans Russian-language newspapers, periodicals, and books and selects items of interest to the entire Industry and Materials Section of USSR Branch, FDD					O
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>During his rating period, as during his entire tour of duty in FDD, Mr. Tarasoff has demonstrated himself to be a mature highly-capable intelligence officer. His professional ability and personality contributed greatly to the smooth operation of his section.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 20 Sept 1962	SIGNATURE OF EMPLOYEE Dmitri D. Tarasoff		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 1 yr, 10 mos.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 24 Sept 1962	OFFICIAL TITLE OF SUPERVISOR Chief, Industry and Materials Section, USSR Branch	TYPED OR PRINTED NAME AND SIGNATURE EDWIN R. STRAKNA	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL I agree with this rating. Mr. Tarasoff has common sense and intelligence sense. He appreciates the significance of information, for intelligence purposes, both in the fields for which he is responsible and in other fields as well. His ability to scan rapidly a great volume of Russian-language material, and extract or note items of value, will be sorely missed.			
DATE 24 Sept 1962	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, USSR Branch	TYPED OR PRINTED NAME AND SIGNATURE TALBOT BIELEFSKY	

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER <b>19477</b>		
<b>SECTION A GENERAL</b>								
1. NAME (Last) (First) (Middle) <b>Tarasoff, Boris D.</b>			2. DATE OF BIRTH <b>2 November 1908</b>		3. SEX <b>M</b>	4. GRADE <b>GS-11</b>		
5. SERVICE DESIGNATION <b>OD</b>		6. OFFICIAL POSITION TITLE <b>IO (Foreign Doc.)</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>OO/FDD/USSR Branch</b>			
8. CAREER STAFF STATUS				9. TYPE OF REPORT				
<input type="checkbox"/> NOT ELIGIBLE		<input type="checkbox"/> MEMBER		<input type="checkbox"/> DEFERRED		<input type="checkbox"/> INITIAL		
<input type="checkbox"/> PENDING		<input type="checkbox"/> DECLINED		<input type="checkbox"/> DENIED		<input checked="" type="checkbox"/> ANNUAL		
10. DATE REPORT DUE IN O.P. <b>31 Oct 1961</b>		11. REPORTING PERIOD <b>1 Oct 60-31 Sep 61</b>		12. SPECIAL (Specify)				
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>								
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).								
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent		
5 - Excellent		6 - Superior		7 - Outstanding				
SPECIFIC DUTY NO. 1 Reads Soviet newspapers, journals, and books for information on Soviet heavy machine building, industrial organizations, on subjects covered by other section members.				RATING NO. <b>7</b>	SPECIFIC DUTY NO. 4 Compiles quarterly scheduled report <u>Commodity Output of USSR Union Republics</u>			
SPECIFIC DUTY NO. 2 Judges value of information in Soviet publications, and selects such information for publication in scheduled reports or for contract translation.				RATING NO. <b>6</b>	SPECIFIC DUTY NO. 5 Performs special assignments for other CIA components, such as interpreting from tapes and writing reverse translations.			
SPECIFIC DUTY NO. 3 Writes and compiles articles for scheduled reports.				RATING NO. <b>5</b>	SPECIFIC DUTY NO. 6			
					RATING NO.			
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>								
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.								
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <div style="border: 1px solid black; padding: 5px; text-align: center; width: 40px; margin: 0 auto;"><b>6</b></div>	
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>								
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee								
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		
5 - Outstanding degree								
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING		
						1 2 3 4 5		
GETS THINGS DONE								
RESOURCEFUL								
ACCEPTS RESPONSIBILITIES								
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES								
DOES HIS JOB WITHOUT STRONG SUPPORT								
FACILITATES SMOOTH OPERATION OF HIS OFFICE								
WRITES EFFECTIVELY								
SECURITY CONSCIOUS								
THINKS CLEARLY								
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS								
OTHER (Specify):								
SEE SECTION "E" ON REVERSE SIDE								

**SECRET**

(When Filled In)

<b>SECTION E      NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b>		
Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.		
<p>                     Serious-minded, hard-working, well-informed. <sup>NW 3</sup> <del>Has</del> <sup>Has</sup> profound knowledge of the USSR, its people, and its institutions. Innately an intelligence officer, he has the ability to discern news of intelligence value where others see nothing. Maintains an image of the <del>worldwide</del> <sup>USSR</sup> USSR, the US and the CIA in his mind, and seldom makes incorrect prediction or estimate regarding World or Soviet affairs.                 </p> <p>                     His intellectual maturity of the Russian language makes him adaptable to a large variety of assignments. Is characterised by resoluteness, steadfastness, and ability to resist pressure or propaganda.                 </p> <p>                     His work in the section has been excellent throughout, and he covers subject fields equivalent to the work of 3 people in 1955. He works very well as part of a team.                 </p> <p>                     His qualifications are an asset both for work in FDD and for assignments involving personal contacts and utilizing spoken Russian.                 </p>		
<b>SECTION F      CERTIFICATION AND COMMENTS</b>		
<b>1.      BY EMPLOYEE</b>		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
25 October 1961		
<b>2.      BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
9	Is at present on detached duty. Will be shown copy on his return.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
25 October 1961	Chief, Industry & Materials Section	<i>Edwin R. Strakna</i> Edwin R. Strakna
<b>3.      BY REVIEWING OFFICIAL</b>		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
This supervisor tends to rate a little high in his over-all evaluations; Mr. Tarasoff's performance is not <u>outstanding</u> in <u>every</u> respect; however, he is a superior employee, and has an unusual amount of native common sense and intelligence insight.		
*literally		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 October 1961	Chief, USSR Branch	<i>Talbot Bielefeldt</i> Talbot Bielefeldt

**SECRET**



31 OCT 1960

**SECRET**  
(When Filled In)

Seen by OD/CSB

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER <b>19477</b>							
<b>SECTION A GENERAL</b>											
1. NAME (Last) <b>Parsoff</b> (First) <b>Boris</b> (Middle) <b>D.</b>		2. DATE OF BIRTH <b>2 NOV 1908</b> 1908		3. SEX <b>M</b>	4. GRADE <b>GS-11</b>						
5. SERVICE DESIGNATION <b>CU</b>		6. OFFICIAL POSITION TITLE <b>CU (FOR. DOC)</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>CO/IDD/WSR Branch</b>							
8. CAREER STAFF STATUS			9. TYPE OF REPORT								
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE								
10. DATE REPORT DUE IN O.P. <b>31 Oct 60</b>		11. REPORTING PERIOD From <b>1 Oct 59</b> To <b>30 Sep 60</b>									
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory    2 - Barely adequate    3 - Acceptable    4 - Competent    5 - Excellent    6 - Superior    7 - Outstanding											
SPECIFIC DUTY NO. 1 Scans Soviet documents for information on a wide range of industrial subjects for use in his own and others' reports		RATING NO. <b>6</b>		SPECIFIC DUTY NO. 4							
SPECIFIC DUTY NO. 2 Writes intelligence information reports on chemical, metallurgical, construction, and power machinery		RATING NO. <b>5</b>		SPECIFIC DUTY NO. 5							
SPECIFIC DUTY NO. 3 Handles special projects, oral and written, as required		RATING NO. <b>5</b>		SPECIFIC DUTY NO. 6							
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <b>5</b>						
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLI- CABLE	NOT OB- SERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE										X	
RESOURCEFUL										X	
ACCEPTS RESPONSIBILITIES										X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES										X	
DOES HIS JOB WITHOUT STRONG SUPPORT										X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X		
WRITES EFFECTIVELY									X		
SECURITY CONSCIOUS									X		
THINKS CLEARLY										X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS										X	
OTHER (Specify):											
<b>SEE SECTION "E" ON REVERSE SIDE</b>											

SECRET

(When Filled In)

SECTION E		NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE	
<p>Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and his greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</p> <p>His native Russian language facility is of tremendous assistance to the section and the agency. His rapid scanning of Soviet documents for his own use turns up valuable bits of information on other subjects, which he is always careful to refer to the proper persons. He is always ready to assist with language problems and if he doesn't know the answer he exhausts all possible means to find it. He is called on for special branch or division projects involving reverse translations, and he has held a number of TDY assignments requiring spoken Russian. The morsels of intelligence gleaned for his own reports from the masses of material which he scans are briefly and tersely stated. Is a systematic worker, keeps good files, and avoids duplication. Plans and organizes his activities carefully so that he always manages to complete a project well ahead of the target date. Has constant informal contact with all his consumers and goes to any length to give them what they want, provided that their request is reasonable and justifiable. If they ask for something which he knows is of no value or which has been duplicated elsewhere, he has no difficulty in persuading them to cancel the requirement, since they have learned that they can trust his work and his genuine desire to help. It is not hard to discern that he sometimes gets bored with the monotony of his work, but an occasional tour of TDY is generally sufficient to revive his enthusiasm for another year at his desk. Has an uneven temperament, sometimes gloomy and sometimes bantering, but only rarely does this affect his working relationships.</p>			
SECTION F		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I certify that I have seen Sections A, B, C, D and E of this Report.			
DATE	SIGNATURE OF EMPLOYEE		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
52	Employee on TDY		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.			
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 Oct 60	Chief, Materials and Industry Section, USSR Branch	Rosamund L. Deutsch	
3. BY REVIEWING OFFICIAL			
<input checked="" type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.			
COMMENTS OF REVIEWING OFFICIAL			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 October 1960	Chief, USSR Branch	Talbot Bielefeldt	

SECRET

SECRET  
(When Filled In)

3 MAY 1959

Issued by OD/CSR

FITNESS REPORT						EMPLOYER SERIAL NUMBER <b>19,477</b>	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle) <b>Tarasoff, Boris D.</b>				2. DATE OF BIRTH <b>2 Nov 1908</b>		3. SEX <b>M</b>	4. GRADE <b>GS-10</b>
5. SERVICE DESIGNATION <b>OD</b>		6. OFFICIAL POSITION TITLE <b>IO (Foreign Documents)</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>OO/FDD/USCR Branch</b>		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		<input type="checkbox"/> DEFERRED		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> PENDING		<input type="checkbox"/> DECLINED		<input type="checkbox"/> DENIED		<input checked="" type="checkbox"/> ANNUAL	
10. DATE REPORT DUE IN O.P. <b>31 Oct 1959</b>				11. REPORTING PERIOD From To <b>20 Nov 58-30 Sep 59</b>		12. SPECIAL (Specify)	
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 <b>Scans Soviet documents for intelligence information on a wide range of industrial subjects</b>				RATING NO. <b>6</b>		SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 2 <b>Writes reports based on the above material</b>				RATING NO. <b>4</b>		SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3 <b>Does special scanning, translation, and research jobs as required</b>				RATING NO. <b>5</b>		SPECIFIC DUTY NO. 6	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <b>5</b>
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLI- CABLE		NOT OB- SERVED	
						RATING	
						1 2 3 4 5	
GETS THINGS DONE						<b>X</b>	
RESOURCEFUL						<b>X</b>	
ACCEPTS RESPONSIBILITIES						<b>X</b>	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						<b>X</b>	
DOES HIS JOB WITHOUT STRONG SUPPORT						<b>X</b>	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						<b>X</b>	
WRITES EFFECTIVELY						<b>X</b>	
SECURITY CONSCIOUS						<b>X</b>	
THINKS CLEARLY						<b>X</b>	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						<b>X</b>	
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

SECRET

<b>SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b> Stress, strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for future personnel actions. Shows skill and good judgment in extracting data on a wide range of technical subjects from Soviet documents, which he scans with great facility. His written reports based on this material present good intelligence information. However, they suffer slightly from small inaccuracies in syntax and grammar, and there are occasional passages where the meaning is vague or the logical connection between facts has not been made clear. This type of passage may be further complicated by his lack of native familiarity with the precise English idiom and his tendency sometimes to use the wrong connective. However, any such failings in the use of English are entirely offset by his superior knowledge of Russian. His promptness in submitting reports and in completing other assignments is exceptional. Maintains close relations with consumers and goes out of his way to fill all their requirements to the letter. His greatest asset to the section, branch, and division is his native Russian fluency and his knowledge of the USSR. He not only serves as consultant and authority on the Russian language for the section and branch, but takes on extra jobs as translator or interpreter as required by the division or the agency. His natural intelligence has enabled him to do on-the-spot or rush jobs in fields in which he has had no background. He continues to learn and to retain his knowledge. During a period when his well-deserved promotion was blocked because of the lack of a slot, a situation which was unfortunate but the fault of no one in his office, he became a bit rebellious and reluctant to take on extra duties which he otherwise would have accepted. He feels, and rightly so, that he is capable of more challenging and perhaps more interesting assignments which require the use of spoken Russian. Every opportunity has been given him to find such a permanent assignment, and he has just been on extended TDY involving such activities.		
<b>SECTION F CERTIFICATION AND COMMENTS</b>		
<b>1. BY EMPLOYEE</b> I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 29 Oct 1959	SIGNATURE OF EMPLOYEE Boris D. Tarasoff	
<b>2. BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 3 yrs, 4 mo	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 28 Oct 1959	OFFICIAL TITLE OF SUPERVISOR Chief, Industry and Materials USSR Section, USSR Branch	TYPED OR PRINTED NAME AND SIGNATURE Rosamund E. Deutsch <i>Rosamund E. Deutsch</i>
<b>3. BY REVIEWING OFFICIAL</b>		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE 29 October 1959	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, USSR Branch	TYPED OR PRINTED NAME AND SIGNATURE <i>J. B. Birkfeldt</i> TALBOT BIRKELFELDT

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-170. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item R. of Section "A" below.

## SECTION A.

## GENERAL

1. NAME (Last) (First) (Middle) TARASOFF, Boris D.	2. DATE OF BIRTH 2 November 1908	3. SEX M	4. SERVICE DESIGNATION CD
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OC/FDD/USSR Branch		6. OFFICIAL POSITION TITLE IO (Foreign Doc)	
7. GRADE GS-09	8. DATE REPORT DUE IN OP 11 December 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 November 1957 - 20 November 1958	
10. TYPE OF REPORT (Check one)	<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE	<input type="checkbox"/> SPECIAL (Specify)

## SECTION B.

## CERTIFICATION

1. BY THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED: IF NOT SHOWN, EXPLAIN WHY

## 2. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM BY A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	
I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):	

3. THIS DATE  
20 Nov 58

4. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR  
Rosamund E. Deutsch Rosamund E. Deutsch

5. SUPERVISOR'S OFFICIAL TITLE  
Sec. USSR Br. Chief, Materials & Industry

6. BY THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Signed

DATE

11-26-58  
1/1/58

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

7. THIS DATE  
20 Nov 1958

8. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL  
Talcott Hielefeldt Talcott Hielefeldt

9. OFFICIAL TITLE OF REVIEWING OFFICIAL  
Chief, USSR Branch

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5

INSERT  
RATING  
NUMBER

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

## COMMENTS:

## SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p><b>DIRECTIONS:</b></p> <p>a. State in the space below the list of duties a list of SPECIFIC DUTIES performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
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SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - RARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p> <p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>																											
DESCRIPTIVE RATING NUMBER	1	2	3																								
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER																								
Scans Soviet documents for intelligence material on a wide range of technical fields	5	Maintains technical files	5																								
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER																								
Writes technical reports	4																										
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER																								
Serves as language consultant	5																										
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																											
<p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job. Works hard. Reads Russian rapidly and looks out for material of interest to others as he scans. Is adaptable and flexible and handles several different technical fields with equal facility. Can tackle almost any subject without previous experience and turn out a good job. His native knowledge of Russian is of considerable benefit to the whole section. Selects the salient points from masses of useless or repetitive material with intelligent judgment, and compiles reports which are pointed and concise. His only deficiency of any consequence is the slight awkwardness and occasional lack of clarity in his written English style. His English has improved considerably during the past two years, but sometimes the failure to use the most precise term or the right connective complicates for the reader a conception which is perfectly clear to the writer.</p>																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																											
<p><b>DIRECTIONS:</b> Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELS BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																											
5																											
RATING NUMBER																											
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:																											
Not necessarily better suited, but a position requiring the use of native Russian speaking ability would also be suitable.																											

SECRET

## SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the (U) no later than 30 days after the due date indicated in item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle) <b>TARASOFF Boris D.</b>	2. DATE OF BIRTH <b>2 November 1908</b>	3. SEX <b>M</b>	4. SERVICE DESIGNATION <b>OD</b>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>OO/FDD/USSR Branch</b>		6. OFFICIAL POSITION TITLE <b>IO (Foreign Doc)</b>	
7. GRADE <b>GS-09</b>	8. DATE REPORT DUE IN OP <b>11 December 1958</b>	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>21 November 1957 - 20 November 1958</b>	
10. TYPE OF REPORT (Check one)	INITIAL <input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE <input type="checkbox"/>	SPECIAL (Specify) <input type="checkbox"/>

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE <b>20 Nov 58</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <b>Rosamund E. Deutsch</b>	C. SUPERVISOR'S OFFICIAL TITLE <b>Sec. USSR Br. Chief, Materials &amp; Industry</b>
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE <b>20 Nov 1958</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <b>Robert E. Eielefeldt</b>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL <b>Chief, USSR Branch</b>

## SECTION G.

## ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1	BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2	BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3	BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
	2	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisors)
	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

# SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
 28

OFFICE OF PERSONNEL

COMMENTS CONCERNING POTENTIAL: Should have been promoted months ago, but has been prevented by lack of a slot. His inherent intelligence should enable him to learn rapidly any new fields, processes, or policies required. He is patient in teaching staff people, and goes out of his way to help those who come to him for assistance. He has the ability to carry responsibility without worrying about it.

MAIL ROOM

SECTION M. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

He is anxious to have a tour of duty overseas, and since he has not been able to advance in his present job because of conditions beyond his control, his efforts to find such a position have not been discouraged.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

After a single tour of overseas duty, which he will not accept unless his wife can accompany him without losing her CIA status, he would like to settle down permanently in the U.S.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

1. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
 2. APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
 3. APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
 4. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
 5. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
 6. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	3	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
3	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
3	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
3	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET



SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section 'A' below.

SECTION A. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SER	4. SERVICE DESIGNATION
TARASOFF Boris D.	2 November 1906	M	OD
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION/TITLE	
OO/FDD/USSR Branch		Foreign Documents Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-9	11 December 1957	21 November 1956 - 20 November 1957	
10. TYPE OF REPORT (Check one)			
<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> SPECIAL (Specify)			

SECTION B. CERTIFICATION	
1. FOR THE RATER: THIS REPORT <input type="checkbox"/> WAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.	
A. CHECK (X) APPROPRIATE STATEMENTS:	
<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "IN" ON CI, OR D, A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTAIN THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS OR HER PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	
9. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR
13 Nov 57	Rosamund E. Deutsch <i>Rosamund E. Deutsch</i>
D. SUPERVISOR'S OFFICIAL TITLE	
Chief, Industrial Sec USSR Branch	
2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.	

BY	DATE
Posted Pos. Control <i>ju</i>	12 NOV
Reviewed by <i>DE</i>	11/13/57

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.	
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL
15 Nov 1957	<i>Carlott Bielerfeldt</i>
C. OFFICIAL TITLE OF REVIEWING OFFICIAL	
Chief, USSR Branch	

SECTION C. JOB PERFORMANCE EVALUATION	
1. RATING ON GENERAL PERFORMANCE OF DUTIES	
DIFFERENCES: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.	
5	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPT SLOWLY, WELL. 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

# SECRET

(When Filled In)

## 2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

### DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC DUTIES performed by this rating period. Place the most important first. (Do not include minor or unimportant duties.)
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:
 

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	MAIL ROOM	INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA	
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
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SPECIFIC DUTY NO. 1 Analyzes Soviet documents and selects intelligence information	RATING NUMBER 5	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2 Compiles intelligence reports	RATING NUMBER 4	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3 Serves as consultant on linguistic matters	RATING NUMBER 5	SPECIFIC DUTY NO. 6	RATING NUMBER

## 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job. Minor difficulties with English usage do not prevent him from turning out reports which are concise and to the point. Ideas are in general clearly formulated, although there are occasional instances of inexactness of expression. Because of his native facility in the Russian language, on the other hand, he is frequently consulted on all levels throughout the branch on matters involving interpretation of the foreign text. He is not an eager beaver, and because of his language fluency can accomplish as much as others in less time and with less effort. Probably works at full capacity only under pressure, and for this reason some of his best contributions have been on special projects with target dates, several of which have covered material outside his field of responsibility. His disposition is generally patient, stable, and unruffled.

## SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

**DIRECTIONS:** Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- DEFINITELY UNSUITABLE...HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE...HAS SOME OUTSTANDING STRENGTHS
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☒ YES ☐ NO. IF YES, EXPLAIN FULLY.

Although present performance is entirely satisfactory, he is not in a position here to utilize fully his Russian language speaking facility.

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CR no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
TARASOFF Boris D.	2 November 1908	M	OD
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
OO/FDD/USSR Branch		Foreign Documents Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-9	11 December 1957	21 November 1956 - 20 November 1957	
10. TYPE OF REPORT (Check one)		SPECIAL (Specify)	
<input checked="" type="checkbox"/> ANNUAL			

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
13 Nov 57	Rosamund E. Deutsch <i>Rosamund E. Deutsch</i>	Chief, Industrial Sec USSR Branch
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
15 Nov 57	Orville Bielefeldt <i>Orville Bielefeldt</i>	Chief, USSR Branch

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
RATING NUMBER	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.	
DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2	
		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	2	
		A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR DECISIONS, ORGANIZATION AND POLICY (Executive level)
	0	
		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	0	
		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND COMPLEX
	2	
		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
	2	
		OTHER (Specify)

SECRET

Potential

(4)

## SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE NAMED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION <div style="display: flex; justify-content: space-between;"> <span>16</span> <span>OFFICE OF PERSONNEL</span> </div>					
4. COMMENTS CONCERNING POTENTIAL <p>Because of his innate capacity I would judge that after initial adjustments, and with application, he will always be able to meet the requirements of any given situation. His day to day activities will not always give evidence of this versatility, and it may sometimes come as a surprise.</p> <p style="text-align: right;">MAIL ROOM</p>					
SECTION II. FUTURE PLANS 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL <p>He is now getting teaching experience by teaching one class in Basic Russian and another in Russian Conversation.</p>					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS <p>Because of his age, he would like to have a tour of overseas service within the next two or three years, before he settles down here to a permanent assignment.</p>					
SECTION I. DESCRIPTION OF INDIVIDUAL DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report. <div style="margin-top: 10px;">           X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL            1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE            2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE            3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE            4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE            5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE         </div>					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	3	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
3	3. HAS INITIATIVE	3	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
3	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
3	8. HAS MEMORY FOR FACTS	3	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	1	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

## GENERAL

SECTION A.			2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
1. NAME (Last)	(First)	(Middle)	2 Nov 1908	M	SP-00
TARASOFF Boris D.					
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OO/FDD/USSR Branch			Foreign Documents Officer		
7. GRADE	8. DATE REPORT DUE IN OP.	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-7	11 Dec 1956	June 56 - 20 Nov 56			
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR	<input type="checkbox"/> SPECIAL (Specify)		
	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

## CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☒ BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY.  
NOTE: Supervisor temporarily in another office.

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "1" IN C1 OR 3, A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/>	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND APPROVED SUPERVISORS.	
<input checked="" type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

8. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
4 Dec 56	Rosamund E/ Deutsch <i>Rosamund E. Deutsch</i> Chief, Industrial Section, USSR Branch

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY *gwr* DATE 12-11-56  
Posted Pos. Control *12/11*  
Reviewed by PUD *12/11*

☐ CONTINUE ON REVERSED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 Dec 56	<i>Walter Bielefeldt</i>	Chief, USSR Branch

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 4
- DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
  - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
  - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
  - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
  - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
  - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

(4)

## SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		OFFICE OF PERSONNEL																									
<p><b>DIRECTIONS:</b></p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>MAIL ROOM</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	MAIL ROOM	GIVING LECTURES	DEVELOPS NEW PROGRAMS	CONDUCTS INTERROGATIONS	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	PREPARES SUMMARIES	WRITING TECHNICAL REPORTS	MANAGES FILES	TRANSLATES GERMAN	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	DEBRIEFING SOURCES	TYPING	COORDINATES WITH OTHER OFFICES	KEEPS BOOKS	TAKING DICTATION	WRITES REGULATIONS	DRIVES TRUCK	SUPERVISING	PREPARES CORRESPONDENCE	MAINTAINS AIR CONDITIONING
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	MAIL ROOM																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	CONDUCTS INTERROGATIONS																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	PREPARES SUMMARIES																									
WRITING TECHNICAL REPORTS	MANAGES FILES	TRANSLATES GERMAN																									
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	DEBRIEFING SOURCES																									
TYPING	COORDINATES WITH OTHER OFFICES	KEEPS BOOKS																									
TAKING DICTATION	WRITES REGULATIONS	DRIVES TRUCK																									
SUPERVISING	PREPARES CORRESPONDENCE	MAINTAINS AIR CONDITIONING																									
<p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p>		<p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>																									
DESCRIPTIVE RATING NUMBER	SPECIFIC DUTY NO. 1 extracts information from Soviet documents	RATING NUMBER 4	SPECIFIC DUTY NO. 4																								
	SPECIFIC DUTY NO. 2 compiles technical intelligence reports	RATING NUMBER 5	SPECIFIC DUTY NO. 5																								
	SPECIFIC DUTY NO. 3 maintains files of machine models and plants	RATING NUMBER 4	SPECIFIC DUTY NO. 6																								
<p><b>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b></p> <p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job. I feel that Mr. T. has not yet been on the job long enough to demonstrate his maximum capacities. Although he came with no background in his specialized field, he has shown considerable facility in acquiring technical information and building up his technical vocabulary. He has a good eye for intelligence. Although he has not native English fluency, his reports are pointed, concise, and, except for occasional minor points of grammar, very well expressed indeed. Owing to his persistence and application, he was rated second highest in a class in English usage. Soon after his BOD, the analyst whom Mr. T. was assisting was still very new to him. He has done an exceedingly good job under the most unpropitious circumstances. He needs to develop fuller utilization of varied research methods, but this will be easier as he becomes more familiar with the materials and problems with which he has to deal. His native Russian fluency is a decided asset. He is calm, cooperative, and easy to work with.</p>																											
<p><b>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</b></p> <p><b>DIRECTIONS:</b> Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <p>1 - DEFINITELY UNSUITABLE...HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE...HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																											
<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p> <p>His native Russian fluency might be better utilized in some other type of position, although his performance on his present job is entirely satisfactory.</p>																											

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the (A) no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SER	4. SERVICE DESIGNATION
TARASOFF Boris E.	2 Nov 1908	M	SD-OD
5. OFFICE DIVISION/BRANCH OF ASSIGNMENT OO/FDD/USSR Branch		6. OFFICIAL POSITION TITLE Foreign Documents Officer	
7. GRADE GS-7	8. DATE REPORT DUE IN OP 11 Dec 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) June 1956 - 20 Nov 56	
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL	ASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

SECTION F. CERTIFICATION			
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED			
A. THIS DATE 4 Dec 56	B. TYPED OR PRINTED NAME Rosamund E. Deutsch	C. SIGNATURE OF SUPERVISOR <i>Rosamund E. Deutsch</i>	D. SUPERVISOR'S OFFICIAL TITLE Chief, Industrial Section, USSR Branch
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMORANDUM			
A. THIS DATE 10 Dec 1956	B. TYPED OR PRINTED NAME Talbot Bielefeldt	C. SIGNATURE OF REVIEWING <i>Talbot Bielefeldt</i>	D. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, USSR Branch

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
RATING NUMBER  <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; line-height: 30px;">3</div>	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.	

DESCRIPTIVE RATING NUMBER	DESCRIPTIVE SITUATION	
	ACTUAL	POTENTIAL
0		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
		A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
	For the reasons stated on the Performance Report, I feel it is not possible to make a fair estimate of his supervisory potential at this time.	

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

4 months

4. COMMENTS CONCERNING POTENTIAL

I feel ~~xx~~ very definitely that Mr. Tarasoff's overall potential ~~is~~ <sup>has</sup> are greater than he has had an opportunity to show thus far. This will doubtless be reflected in his next evaluation.

10 12 AM '56

MAIL ROOM

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Since Mr. T. has been on duty such a short time, present plans are simply to give him further training in his present job and to allow him to develop to his maximum capacity there. He will soon be enrolled in the I.O.C.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

His native Russian fluency should be taken into account.

REVIEWING OFFICIAL'S COMMENTS: I do not think he so nearly average in all respects as indicated in Sec. I, below. I do not know him well enough to disagree with most of the ratings, but I would rate him "4" on items 7, 15 and 29, at least. Quiet, unobtrusive, modest, cooperative. Have seen few indications of initiative, but such not to be expected while he is learning a new job; no reason to assume incapable of initiative. T. Bielefeldt

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE, CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	3	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	3	22. IMPLMENTS DECISIONS REGARDLESS OF OWN FEELINGS
3	3. HAS INITIATIVE	3	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. RESPONDS WELL TO SUPERVISION	3	25. DISPLAYS JUDGEMENT
3	6. ENDS WHEN TO SEEK ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
3	8. HAS MEMORY FOR FACTS	3	18. IS OBERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
3	9. GETS THINGS DONE	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET



00000

SECRET

*See 107/655*

MEMORANDUM FOR: Director of Personnel

THROUGH : CSPS  
CCS/NOC  
Office of Security  
CI Staff

SUBJECT : Summary of Agency Employment -  
Mr. Boris D. Tarasoff. [REDACTED]

1. Mr. Boris D. Tarasoff, a Translator/Transcriber with the Agency since February 1956, will retire effective 30 November 1970. Your approval is requested for him to use the attached employment history.

2. For your information, we have been advised by the Mexico City Station that once Mr. Tarasoff has retired to Guadalajara, Mexico, except for establishing new social relationships, he will probably not be asked to go into any detail about his past cover jobs that would require anyone to call upon these firms for backstopping confirmation. In the event he should become involved in any post-retirement activities that might require checking into his past, Mr. Tarasoff will contact Headquarters for instructions.

  
Richard B. Wright  
Chief, WH Support

Attachment:  
Employment Resume

SECRET



SECRET

SUBJECT: Summary of Agency Employment -  
Mr. Boris D. Tarasoff, [REDACTED]

CONCUR:

C/CSPS

Carl T. Taylor4 Nov 70  
Date

C/CCS

John E. McLeod6 Nov 70  
Date

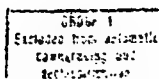
Director of Security

W. Harpenter for10 Nov 70  
Date

C/CI Staff

John E. Hubbard18 Nov 70  
Date

SECRET



1956-1959: I worked for various establishments in Washington, D.C., as a translator from Russian into English, such as the Library of Congress, and various other translating firms, which abound in Washington, with a salary varying in accordance with the output of translated material, from \$500.00 to 1,000.00 per month.

1959-1963: I was employed by USJPRS Bureau (State, Dept. of Commerce and, Dept. of Defense) on Western Avenue in Washington, D.C., which is a company under contract to the Dept. of State, the Dept. of Defense and on occasion to the Dept. of the Interior (fish hatcheries division). I worked as an analyst and translator, at home most of the time, translating and analyzing articles from newspapers and technical magazines. I was paid \$8.00 for 1,000 words for ordinary material, \$10.00 for technical and \$12.00 for scientific subjects. Also, I was hired by the Dept. of State to be an interpreter for two Soviet delegations at \$25.00 per diem plus expenses. I spent five weeks with each of them.

1963-1970: After leaving USJPRS I came to Mexico with my wife and children to avoid the weather extropes of the USA ~~XXXXXXXX~~ and to look into possibilities of profitable investments that could aid me financially after my retirement. My income during this period came from annuities and the moneys lent to my brother-in-law in Cleveland, Ohio, who is a successful real estate man and the owner of an amusement machines business (Cadillac Music Co.) in which I had invested some money previously. I was also connected by mail with a Linguistics Studies firm, Room 212, 119 Boylston St., Boston 16, Mass. Frequently some of my friends from USJPRS would send me some special articles for translation. I would charge the above organizations in accordance with the time spent in translating. This amounted to roughly \$12,000.00 a year.

H MHT-10577

1956-1959: I worked for various establishments in Washington, D.C., as a translator from Russian into English, such as the Library of Congress, and various other translating firms, which abound in Washington, with a salary varying in accordance with the output of translated material, from \$500.00 to 1,000.00 per month.

1959-1963: I was employed by USJPRS Bureau of Standards, Dept. of Commerce, Washington, D.C. I worked as an analyst and translator, at home most of the time, translating and analyzing articles from newspapers and technical magazines. I was paid \$8.00 for 1,000 words for ordinary material, \$10.00 for technical and \$12.00 for the scientific subjects. Also, I was utilized by the Dept. of State to be an interpreter for two Soviet delegations at \$25.00 per diem plus expenses. I spent five weeks with each of them.

1963-1970: After leaving USJPRS I came to Mexico with my wife and children to avoid the weather extremes of the USA and to look into possibilities of profitable investments that could aid me financially after my retirement. My income during this period came from annuities and the moneys lent to my brother-in-law in Cleveland, Ohio, who is a successful real estate man and the owner of an amusement machines business (Cadillac Music Co.) in which I had invested some money previously.

**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON BACK OF ORIGINAL**

**TO COMPLETE THIS FORM—**

- 1 FOLLOW THESE GENERAL INSTRUCTIONS:**
- Read the back of the "Duplicate" carefully before you fill in the form.
  - Fill in BOTH COPIES of the form. Type or use ink.
  - Do not detach any part.

**2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
James B. [redacted]	1908	
EMPLOYER'S DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)	
017-471		

**3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here if you **WANT BOTH** optional and regular insurance ☐ **(A)**

Mark here if you **DO NOT WANT** OPTIONAL but do want regular insurance ☒ **(B)**

Mark here if you **WANT NEITHER** regular nor optional insurance ☐ **(C)**

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**  
I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**  
I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

**WAIVER OF LIFE INSURANCE COVERAGE**  
I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

X [redacted signature]

DATE

14 February 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

RECEIVED  
FEB 15 1968  
U.S. DEPT. OF JUSTICE

See Table of Effective Dates on back of Original

**ORIGINAL COPY—Retain in Official Personnel Folder**

STANDARD FORM No. 176-T  
JANUARY 1968  
(for use only until April 10, 1968)  
176-201

ADMINISTRATIVE INTERNAL USE ONLY

3 JUN 1965

MEMORANDUM FOR: *Torres, R. D.*

SUBJECT : Retirement Planning

1. The established policy of the Agency favors early retirement of its employees who, as you know, are normally expected to retire when they become eligible for a full annuity. The prospect of retirement deserves serious thought and planning, and you should therefore know that you will be eligible for retirement, according to our records, during November, 1970.

2. Planning ahead can bring about, with each passing year, definite progress toward your retirement goals. The Agency is anxious to assist you in planning for your retirement. It is even more important, as an employee, that you begin now to plan for this occasion.

3. You deserve to know as much as possible about the general subject of retirement and more specifically about the retirement policy itself, your annuity, life and health insurance protection, opportunities for other employment, Social Security benefits, and educational materials available on the subject. The Agency feels that this type of information and advisory service should be made available to you at least five years prior to the date of your eligibility.

4. You are requested to call the Executive Secretary of the Board, Mr. Howard G. Phillips, on extension 6872 to arrange an appropriate time to discuss any plans you may have and benefits available to you upon retirement.

/s/ Howard G. Phillips

Lawrence R. Houston  
Chairman  
Agency Retirement Board

ADMINISTRATIVE INTERNAL USE ONLY

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY		
NAME OF EMPLOYEE (use pseudo only if 54)	DATE (from item 5-2)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)	
<del>XXXXXXXXXXXXXXXXXXXX</del>	15 Oct. '64	Herbert Manell	22 Oct 1964	
DATE RECEIVED BY CAREER SERVICE	DISPATCH NUMBER	DATE RECEIVED BY CAREER SERVICE		
January 1965	HABIT-1961			
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
1908	D	Intell Officer GS-11	Mexico D.F. Mexico	
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
5 June 1963	5-6 Dec. 1965	13 Dec 1965	15 Jan. 1966	
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:				
Wife - 43 Son - 17				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
<p>There are no health or other personal circumstances preventing a return to post or assignment to another foreign post. However two factors, of operational and personal nature, should be considered: Subject and family have already initiated and are in the process of completing the relatively complicated procedure of legalizing their continued residency in Mexico as "rentistas" (retired persons). Secondly, Subject's son's secondary school education is being completed in Mexico. Transfer to another foreign post could negatively affect the completion of his secondary schooling.</p> <p>(also attach personal cover questionnaire in accordance with CSI-P 240-4)</p> <ol style="list-style-type: none"> <li>1. Translation and transcription of Soviet technical product.</li> <li>2. Preparation of characterization and assessment studies on the local Soviet complement.</li> </ol>				
9. TRAINING DESIRED:				
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS				
If returned to post for a second tour, continuation of Spanish language instruction.				

SECRET

## SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT.	
11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.	
N.A.	
11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.	
<input checked="" type="checkbox"/>	EXTEND TOUR <u>18</u> MONTHS AT CURRENT STATION TO <u>30 November 1966</u> (DATE)
<input type="checkbox"/>	BE ASSIGNED TO HQTRS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE. 1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____
<input checked="" type="checkbox"/>	BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION 1ST CHOICE <u>Spain</u> 2ND CHOICE <u>Uruguay</u> 3RD CHOICE <u>Buenos Aires</u>
<input checked="" type="checkbox"/>	RETURN TO MY CURRENT STATION (Please note that planned departure is Dec 65, due to factor that son finishes his school year on 30 Nov 65.)
TO BE COMPLETED BY FIELD STATION	
12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:	
The Station recommends and urges that Headquarters approve Subject's return to Station. His performance meets every Station requirement. For Subject's work, continuity is essential to obtain maximum effective product.	
TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE	
13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.	
WHI Division recommends that FEINGLASS' tour of duty in Mexico City be extended until December 1965 as requested in section 6 B, and that he return for a second tour of duty following home leave.	
DATE _____	TITLE <u>C/WHI/PERS</u> SIGNATURE <u>Robert D. Cashman</u>
FOR USE BY CAREER SERVICE	
14. APPROVED ASSIGNMENT:	
Approved extension to end of 1965 followed by home leave and second tour.	
15. EMPLOYEE NOTIFIED BY DISPATCH NO. <u>HMMS-3905</u> DATED: <u>22 Dec 1964</u>	
CABLE NO. _____	DATE: _____
<u>Dwight M. Collins</u>	
CAREER SERVICE REPRESENTATIVE: <u>Dwight M. Collins</u>	DATE: <u>22 Dec 1964</u>
(SIGNATURE)	

SECRET



ORIG: C. Busto  
UNIT: WH/3/Mexico  
EXT: 5940  
DATE: 17 Feb 64

☐ INDEX  
☐ NO INDEX  
☐ FILE IN CS FILE NO.

CLASSIFIED MESSAGE

**SECRET**

1242

ROUTING

1	4
2	5
3	6

TO: MEXICO CITY

FROM: DIRECTOR

CONF: WH-8

INFO: CCS-3, OP-2, CI/OA, VR

SIG CENRRFD

R ROUTINE

TO: MEXI

INFO

CITE DIR

01920

REF: MEXI 8219 (IN 19291)\*

HDQS HAS POLICE STATEMENT OF GOOD CONDUCT FOR ~~REDACTED~~  
HAS NOTARIZED STATEMENT FROM BANK ATTESTING ANNUAL DEPOSITS \$5,500.  
SINCE BANK WOULD NOT INCLUDE IN LETTER MORE THAN ACTUAL DEPOSITS,  
HDQS OBTAINED NOTARIZED LETTER FROM COVER DIVISION NOTIONAL FIRM  
STATING FEINGLASS HAS YEARLY INCOME \$6,000 FROM VARIOUS INVESTMENT  
SOURCES HANDLED BY THEM. HDQS PLANNING MAIL THESE THREE DOCS TO  
MEXI CONSULATE ASKING THEM AUTHENTICATE DOCUMENTS AND MAIL TO PO BOX  
WASHINGTON WHICH USED BY DYVOUR. UPON RECEIPT HDQS WILL POUCH MEXI.

END OF MESSAGE

\*WH Comment: Requested what action Hdqs taking to get bank statement  
for FEINGLASS to facilitate his processing a rentista  
petition.

J. C. KING  
C/WH/3

RELEASING OFFICER

CCG/NC Baladeau (by phone)  
WH/PERS Baladeau (by phone)

COORDINATING OFFICERS

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

J. M. WHITTEN  
C/WH/3

AUTHENTICATING  
OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

Copy No.

[illegible]

such case a portion of you received as a result of your participation in such program, shall be returned to this organization. Whether participation in a particular cover facility program is involuntary will be determined by this organization.

2. Nonofficial Cover Premium Pay. You are hereby authorized Non-official Cover Premium Pay in accordance with applicable organizational regulations. For your information, currently this premium pay is ten percent of your base salary or gross additional taxable compensation to which you are eligible for that period of time you are assigned under this program.

3. Equalization Allowance. You are hereby authorized an equalization allowance to be paid to you in accordance with applicable organizational regulations.

4. Travel Expenses. You will be entitled to travel, transportation and other expenses incurred by you in the performance of this organization's assignment. Personnel of this organization, designated personnel will be eligible for reimbursement of travel expenses incurred while performing official duties of the organization.

5. Term of Assignment. You hereby agree that your assignment abroad will be for a minimum of **two years** from the date of your arrival at your post of assignment. If assignment shall be sooner terminated by the Government for its convenience, your violation of such agreement may result in regulatory fines or penalties. HR 22-6 provides that if the assignment is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the assignment is violated after the first year of duty, but before the completion of the assignment agreed to above, return travel at Government expense shall not be allowed.

AGREED

6. Signature. You will be required to keep true and correct this Supplement and all information which is required by reason hereof unless released or written by the Government in such document with full knowledge and understanding that you may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

*Row H. Lott*  
Personnel Officer

SECRET

CONTRACT INFORMATION AND CHECK LIST		CASE OFFICER	DATE
<small>INSTRUCTIONS: Use 23-1000 and 23-1000-1 for guidance. Complete all items. Indicate "yes" when items are not applicable. Forward original and two copies for preparation of contract.</small>		<b>C. E. B. 23-1000-1</b> TELEPHONE EXTENSION	<b>1943</b> DATE
SECTION I GENERAL			
1. NAME <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> FIRM <b>Thompson</b>	24. PROJECT	3. ASSIGNMENT NO. <b>DE35-5700-1000</b>	4. SLOT NO.
	25. PERMANENT STATION <b>MEXICO CITY, MEXICO</b>	26. FUNDS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
5. PREVIOUS CIA PSEUDONYM OR ALIASES <b>None</b>	6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and nature)		
	7. STAFF EMPLOYEE 20 Feb 1946 - Present GS-11		
7. SECURITY CLEARANCE (Type and date) <b>Staff</b>	24. MEDICAL CLEARANCE <input checked="" type="checkbox"/> OBTAINED <input type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D.	8. CONTRACT IS TO BE SIGNED IN STERILE FORM I.E., "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) <b>Staff Agent</b>	
SECTION II PERSONAL DATA			
11. CITIZENSHIP <b>U.S.</b>	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE <b>40</b>	14. DATE OF BIRTH (Month, day, year) <b>5 May 1923</b>
15. LEGAL RESIDENCE (City and state or country) <b>Washington, D.C.</b>		16. CURRENT RESIDENCE (City and state or country) <b>5109 15th St., N.W., Wash., D.C.</b>	
17. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED			
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE:  <b>Wife, 40 Son, 14 Daughter, 17</b>		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO RELATIONSHIP:  <b>Brother Wife</b>	
SECTION III U.S. MILITARY STATUS			
20. RESERVE <b>No</b>	21. VETERAN <b>Yes</b>	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat) <b>N.A.</b>	
23. BRANCH OF SERVICE <b>U.S. Army</b>	24. RANK OR GRADE <b>Enl.</b>	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SECTION IV COMPENSATION			
27. BASIC SALARY <b>GS-11<sup>3</sup> \$8575</b>	28. POST DIFFERENTIAL <b>---</b>	29. COVER (Breakdown, if any) <b>---</b>	30. FEDERAL TAX WITHHOLDING COVER <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)			
31. QUARTERS W/ family <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	32. OTHER <b>Allowances applicable to staff agent under non-official cover.</b>	33. COVER (Breakdown, if any) <b>---</b>	
SECTION VI TRAVEL			
34. TYPES <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL			35. WITH DEPENDENTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
37. HOME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	38. HOME TO BE STORED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	39. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	40. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
41. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH			

Wife, U.S., 40, 5 May 1923  
 Son, U.S., 14, 20 Mar 1949  
 Daughter, U.S., 17, 22 Dec 1945

Reviewed and Approved Panel  
 3 June 63  
 D. W. Collins  
 Secretary, GS-11 Panel

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH  
☒ CIA REGULATIONS ☐ COVER POLICIES AND PROCEDURES

SECTION VII OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION <b>Yes</b>	43. ENTERTAINMENT <b>Yes</b>	44. OTHER
---	---------------------------------	-----------

45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)		CASE OFFICER [Signature]		DIVISION [Signature]	
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.		DATE 10 May 1963		DATE 10 May 1963	
SECTION VIII		OTHER BENEFITS			
46. BENEFITS (See B 20-615, B 20-620, B 20-670, B 20-1000, and HD 20-620-1, HQ 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)					
All benefits applicable to Staff Agent Non-official cover premium pay.					
SECTION IX		COVER ACTIVITY			
47. STATUS (Check)	<input checked="" type="checkbox"/> PROPOSED <input checked="" type="checkbox"/> REVOLVED	48. TYPE (Check)	<input type="checkbox"/> PROPRIETARY <input type="checkbox"/> SUBSIDIARY	<input type="checkbox"/> CULTURAL <input type="checkbox"/> EDUCATIONAL	<input checked="" type="checkbox"/> FIDUCIARY <input type="checkbox"/> MILITARY <input type="checkbox"/> OTHER
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL					
SECTION X		OFFSET OF INCOME			
50. OFFSET OF INCOME AND OTHER ENDOWMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE					
SECTION XI		TERM			
51. DURATION	Indefinite	52. EFFECTIVE DATE	11 May 1963		53. RENEWABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
54. TERMINATION NOTICE (Number of days)	55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION Per Agency Regulation <input type="checkbox"/> YES <input type="checkbox"/> NO				
SECTION XII		FUNCTION			
56. PRIMARY FUNCTION (CI, FI, PP, other) FI					
SECTION XIII		DUTIES			
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED Translator - Russian, Spanish					
SECTION XIV		QUALIFICATIONS			
58. EXPERIENCE 20 Feb 56 - Sep 1962 - FDD/USSR Branch/ Hqs Sep 62 - Present - Full time Spanish Language Training					
59. EDUCATION (Check Highest Level Attained)		60. LANGUAGE COMPETENCY			
<input type="checkbox"/> GRADE SCHOOL <input checked="" type="checkbox"/> HIGH SCHOOL GRADUATE <input type="checkbox"/> TRADE SCHOOL GRADUATE <input type="checkbox"/> BUSINESS SCHOOL GRADUATE <input type="checkbox"/> COMMERCIAL SCHOOL GRADUATE		<input checked="" type="checkbox"/> COLLEGE (No degree) <input type="checkbox"/> COLLEGE DEGREE <input type="checkbox"/> POST GRADUATE			
<input checked="" type="checkbox"/> RUSSIAN <input type="checkbox"/> SPANISH <input type="checkbox"/> OTHER		61. INDIVIDUAL'S COUNTRY OF ORIGIN Russia			
62. AREA KNOWLEDGE USSR, Turkey, All Western Europe in war, 4 mds Mexico					
SECTION XV		EMPLOYMENT PRIOR TO CIA			
63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING. See staff employee official file					
SECTION XVI		ADDITIONAL INFORMATION			
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)					
<input type="checkbox"/> OVER					
APPROVAL					
TYPED NAME & SIGNATURE					



**PART III.—DETERMINING CREDITABLE SERVICE  
AND SERVICE COMPUTATION DATE FOR  
LEAVE PURPOSES**

TOTAL SERVICE (Item 12) .....

NONCREDITABLE SERVICE (Item 13) .....

CREDITABLE SERVICE (Leave purposes) .....

ENTRANCE ON DUTY DATE (Present agency) .....

LESS CREDITABLE SERVICE (Leave purposes) .....

SERVICE COMPUTATION DATE (Leave purposes) .....

YEARS	MONTHS	DAYS

26	02	20
4	05	18
51	06	02

*verified  
4/19/57*

**PART IV.—DETERMINING CREDITABLE SERVICE  
AND SERVICE COMPUTATION DATE FOR  
REDUCTION IN FORCE PURPOSES**

(To be completed only in those cases when the amount of creditable service for reduction  
in force purposes differs from the amount creditable for leave purposes)

TOTAL SERVICE (Item 12) .....

NONCREDITABLE SERVICE (Item 14) .....

CREDITABLE SERVICE (RIF purposes) .....

ENTRANCE ON DUTY DATE (Present agency) .....

LESS CREDITABLE SERVICE (RIF purposes) .....

SERVICE COMPUTATION DATE (RIF purposes) .....

(Enter as the "service computation date" on the employee's "Service Record Card," SF-7)

YEARS	MONTHS	DAYS


REMARKS:

## CONFIDENTIAL

(When Filled In)

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER  
 PARASOFF BORIS DIMITRI 079-05-1624

## 1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY APPOINTED 5104-45 ST. N.W., Wash D.C. (Last place of residence in continental U.S. (If appointed abroad) 5104-45 ST. N.W., Wash. D.C.

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE us above HOME LEAVE RESIDENCE as above

## 2. MARITAL STATUS (Check one)

SINGLE ☐ MARRIED ☒ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED ☐

IF MARRIED, PLACE OF MARRIAGE Cleveland, Ohio DATE OF MARRIAGE

IF DIVORCED, PLACE OF DIVORCE DECREE na DATE OF DECREE

IF WIDOWED, PLACE SPOUSE DIED na DATE SPOUSE DIED

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)  
 na

## 3. MEMBERS OF FAMILY

NAME OF SPOUSE Anna ADDRESS (No., Street, City, Zone, State) 5104-45 ST., N.W. Wash D.C. TELEPHONE NO. 363-1444

NAMES OF CHILDREN Barbara Raymond ADDRESS as above SEX f DATE OF BIRTH 22 Dec 45  
 m 20 Mar 49

NAME OF FATHER (Or male guardian) PARASOFF, DIMITRI ADDRESS record TELEPHONE NO.

NAME OF MOTHER (Or female guardian) PARASOFF, HONNA ADDRESS record TELEPHONE NO.

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. Mrs. E.C. CONNELLY

## 4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

RELATIONSHIP SISTER-IN-LAW  
 HOME TELEPHONE NUMBER

BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & EXTENSION

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)

YES ☒  
 NO ☐

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)

YES ☒  
 NO ☐

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)

YES ☒  
 NO ☐

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please so state in item 6 on the reverse side of this form.

CONTINUED ON REVERSE SIDE

## CURRENT RESIDENCE AND DEPENDENCY REPORT



**CONFIDENTIAL**  
(Page Filled In)

VOLUNTARY ENTRIES		
<p>Experience in the handling of employee benefit policies and action in the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.</p>		
<p>NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.</p> <p><i>UNION TRUST COMPANY DIST. CT. OF CONNECTICUT</i></p>		
<p>HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. (If "Yes" where is document located?)</p> <p align="center"><i>in our own possession</i></p>		
<p>HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. (If "Yes" give name(s) and address)</p> <p><i>MILTON S. GARDNER JR. 3077 GUTHRIE BLVD. CLEVELAND, OHIO</i></p>		
<p>HAVE YOU EXECUTED A POWER OF ATTORNEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes" who possess the power of attorney?)</p>		
<p>5. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS</p>		
<p>SIGNATURE AT <i>Washington D.C.</i> DATE <i>29 May 1963</i> SIGNATURE <i>Boris D. Tansky</i></p>		

**CONFIDENTIAL**

## CERTIFICATE OF ATTENDANCE

I certify that on MAR 15 1956 I have attended  
(Date)  
the Induction Course specified by Regulation 25-110.

BORIS DIMITRI TARASOFF

(Name) - Please print

☐ CLERICAL ☐ STENOGRAPHIC ☒ OTHER

OFFICE DDP / FI

GS. 7 (Grade)

## APPOINTMENT AFFIDAVITS

**IMPORTANT.**--Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

CENTRAL INTELLIGENCE AGENCY

(Department or agency)

Washington, D. C.

(Bureau or division)

(Place of employment)

I, Boris Dimitri Tarasoff, do solemnly swear (or affirm) that--

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

20 Feb. 1956

(Date of entrance on duty)

Boris D. Tarasoff

(Signature of appointee)

Subscribed and sworn before me this 20th day of Feb., A. D. 1956,  
at Washington, D. C.  
(City)

[SEAL]

W. J. G. H. H.

(Signature of officer)

Appointment Clerk

(Title)

**NOTE.**--If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State) <b>WESLEY HALL 426 21st STS. N.W. WASHINGTON, D.C.</b>			
2. (A) DATE OF BIRTH <b>MAY 2 1905</b>	(B) PLACE OF BIRTH (city or town and State or country) <b>ENATEVINSK RUSSIA</b>		
3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY <b>ANNA TARASOFF</b>	(C) RELATIONSHIP <b>WIFE</b>	(C) STREET AND NUMBER, CITY AND STATE <b>16315 BEVIL WAY, SHELTON CALIF.</b>	(D) TELEPHONE NO. <b>BR 6-0172</b>

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☒ NO  
If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MAR-RIED (Check one)	SINGLE
		1.			
		2.			
		3.			
		1.			
		2.			
		3.			
		1.			
		2.			
		3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN		YES	NO	ITEM NO.	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
If your answer is "Yes", give details in Item 10.					
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.					
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.					
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$5 OR LESS OR FORFEITED COLLATERAL OF \$50 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.					

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment. This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) **Identity of appointee**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) **Age**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) **Members of Family**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

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AA-ITEM

AE0100014936  
EC00G99HAK45  
TC00G99HAK54  
BK5070000467  
BQ361 59  
BQ6033433257

AB0020200023  
VJ06G99HAK45  
FM004SAUXA36  
BQ2110111459  
BQ3111111459  
ZVP169690000

ECC04ZUZ1845  
VR00G99HAF23  
PM206SYXJK51  
BQ2740504457  
BQ5455555357  
ZMS XXXXXX69

VF061ZUXXX45  
TA04G99HAU26  
FLO03SYKAA40  
BQ301 60  
BC5733433257

REFINED NOV 1974  
"NOT RECD FOR RETCARE"

S-E-C-R-E-T

71 FEB 1975 (F)

SECRET

FEB

119477		PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		Return to		THIS DATE 19 FEB 1957	
INSTRUCTIONS							
This form provides the means whereby your official personnel record will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through III in their entirety. You need complete Sections VII through XIII only if there has been a change since you entered on duty with the organization or if you believe the item requires a change. Complete coverage of changes must be provided.							
SECTION I				GENERAL		DATE 20 OCT 1957	
1. FULL NAME (Last-First-Middle) TARASOFF, BORIS DIMITRI							
2. CURRENT ADDRESS (No., Street, City, Zone, State) 2819 - Gainsville Str. S.E. Washington, D.C.				3. PERMANENT ADDRESS (No., Street, City, Zone, State) 2819 - Gainsville Str. S.E. Washington, D.C.			
4. HOME TELEPHONE NUMBER LUDlow 4-1380				5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE Washington, D.C., U.S.A.			
SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY							
1. NAME (Last-First-Middle), preferably residing in U.S. Tarasoff, Anna						2. RELATIONSHIP wife	
3. HOME ADDRESS (No., Street, City, Zone, State, Country) 2819 - Gainsville Str. Washington, D.C., U.S.A.							
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country)- INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE 2430 - E Street, Washington, D.C.							
5. HOME TELEPHONE NUMBER LUDlow 4-1380				6. BUSINESS TELEPHONE NUMBER Executive 3 - 6115		7. BUSINESS TELEPHONE EXTENSION 8491	
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.							
SECTION III MARITAL STATUS							
1. CHECK (X) ONE: <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED							
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS							
WIFE OR HUSBAND: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancé.							
3. NAME (First) (Middle) (Maiden) (Last) Anna Adamoviez Tarasoff							
4. DATE OF MARRIAGE 10 March 1945				5. PLACE OF MARRIAGE (City, State, Country) Cleveland, Ohio			
6. HIS (or her) ADDRESS BEFORE MARRIAGE (No., Street, City, State, Country) 13610 - Benwood Ave., Cleveland, Ohio, U.S.A.							
7. LIVING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				8. DATE OF DEATH		9. CAUSE OF DEATH	
10. CURRENT ADDRESS (Give last address, if deceased) 2819 - Gainsville Str., S.E., Washington, D.C.							
11. DATE OF BIRTH 5 May 1923				12. PLACE OF BIRTH (City, State, Country) Cleveland, Ohio, U.S.A.			
13. IF BORN OUTSIDE U.S.-DATE OF ENTRY				14. PLACE OF ENTRY			
15. CITIZENSHIP (Country) U.S.A.				16. DATE ACQUIRED At birth		17. WHERE ACQUIRED (City, State, Country) Cleveland, Ohio, U.S.A.	
18. OCCUPATION Temporary clerical position				19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers) CIA			
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country) 2430 - E Street, Washington, D.C.							

SECTION III CONTINUED TO PAGE 2

SECRET

(When Filled In)

## SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE (From and To) BY MONTH AND YEAR <u>3 Feb 1941</u> — <u>20 Oct 1945</u>	
22. BRANCH OF SERVICE <u>Army</u>	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED <u>U.S.A.</u>
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN	

## SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
	8. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		
2	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
	8. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		
3	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
	8. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		
4	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
	8. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		

## SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. IF YOUR ANSWER IS "NO" TO THE ABOVE, STATE SOURCES OF OTHER INCOME			
3. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS			
NAME OF INSTITUTION	ADDRESS (City, State, Country)		
Anacostia National Bank	2844 - Alabama Ave, S.E., Washington, D.C.		

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

(When Filled In)

## SECTION V. CONTINUED FROM PAGE 2

4. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? ☒ YES ☐ NO

5. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)  
**I had been adjudged bankrupt by the U.S. District Court of New York on 29 Oct 1940 in the case of Orel Delicateesen, 1456 Lexington Ave. N.Y.C.**

6. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? ☐ YES ☒ NO

7. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE COMPLETE DETAILS

8. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? ☐ YES ☒ NO IF YOU HAVE ANSWERED "YES", GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

## SECTION VI

## CITIZENSHIP

1. PRESENT CITIZENSHIP (Country)  
**U.S.A.**

2. CITIZENSHIP ACQUIRED BY - CHECK (IN) ONE:  
☐ BIRTH ☐ MARRIAGE ☒ OTHER (Specify): **Naturalized**

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? ☐ YES ☒ NO

4. GIVE PARTICULARS

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.)

## SECTION VII

## EDUCATION

1. CHECK (IN) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input type="checkbox"/> OVER TWO YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input checked="" type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTOR'S DEGREE

## 2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/QTR. HOURS SPECIFY
	MAJOR	MINOR	FROM	TO			
Russian University of N.Y., N.Y.C.	General		1924	1926			

## 3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
Cooper Union Art School in New York City	Fine Arts	1927	1927	10
Cooper School of Art in Cleveland, Ohio	Commercial Art	1950	1951	21

## 4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
MITC Camp Richie, Md	CIC Course	1944	1945	2
University of Penn. Philad. Pa., German Language, CIC		April	1945	1

## 5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

Advanced CIC Course, Oberursel, Germany, in July 1945

SECRET



## SECRET

(When Filled In)

SECTION VIII FOREIGN LANGUAGE ABILITIES																
LANGUAGE <small>(List below each language in which you possess any degree of competence. Indicate your proficiency to read, write or speak by placing a check (X) in the appropriate boxes)</small>	COMPETENCE - IN ORDER LISTED										HOW ACQUIRED					
	EQUIVALENT TO NATIVE FLUENCY	FLUENT BUT NOT CONVERSATION	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED KNOWLEDGE	NATIVE TO COUNTRY	PROLONGED RESIDENCE	CONTACT (WITH PARENTS ETC.)	ACADEMIC STUDY (ALL LEVELS)							
	R	W	S	R	W	S	R	W	S	R	W	S				
2. IF YOU HAVE CHECKED "ACADEMIC STUDY" UNDER "HOW ACQUIRED", INDICATE LENGTH AND INTENSIVENESS OF STUDY																
3. DESCRIBE YOUR ABILITY TO DO SPECIALIZED LANGUAGE WORK INVOLVING VOCABULARIES AND TERMINOLOGY ON THE SCIENTIFIC, ENGINEERING, TELECOMMUNICATIONS, MILITARY OR ANY OTHER SPECIALIZED FIELD																

SECTION IX GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE", INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Russia (Ukraine)	General	1908 - 1920	Native			
Turkey (Istanbul area)	General	1920 - 1923	Yes			
Germany (U.S. Zone)	General	May 1945 - Oct 1945				U.S. Army
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE						
Russia - I am a native of that country						
Turkey - I lived there as a stateless person for 3 years						
Germany - I was with the U.S. Army of Occupation						

SECTION X TYPING AND STENOGRAPHIC SKILLS				
1. TYPING (W.P.M.)		2. SHORTHAND (W.P.M.)		3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM
30				GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOGRAPHY <input type="checkbox"/> OTHER (Specify):
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)				

SECTION XI SPECIAL QUALIFICATIONS	
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH	
Badminton - fair, Soccer - Fair, Photography - good, Philately - good, Oil-painting - good, Reading - good.	
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK	
My training and experience with the CIC would indicate the type of work for which I am best qualified.	
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.	
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OR ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.	
5. FIRST LICENSE OR CERTIFICATE (Year of issue)	6. LATEST LICENSE OR CERTIFICATE (Year of issue)

SECRET

SECRET

(When Filled In)

## SECTION XI CONTINUED FROM PAGE 4

7. LIST ANY SIGNIFICANT PUBLISHED MATERIAL OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested) INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

Public Speaking and public relations experience on the Executive Board of Greater Alameda County C.I.O. Council

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

Chairman of the Circle of Youth "Russian Culture", New York, N.Y. 1937 - 1940  
The National CIC Association, 1956 - present

## SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
2 Mar 1956 to 27 Jun 1956	7	DDP/FI/CI/ICD
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
none	Intelligence Assistant	
6. DESCRIPTION OF DUTIES		
Research, analysis, and translation of materials in the Russian Language, including extensive work with microfilmed materials.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
27 Jun 1956 - 9 Sep 1956	7	OO/FDD/BU
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
none	Intelligence Assistant	
6. DESCRIPTION OF DUTIES		
Reading newspapers and periodicals, abstracting information of intelligence value and compiling it into reports.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
9 Sep 1956 - present	7	OO/FDD/BU
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
none	Foreign Documents Officer	
6. DESCRIPTION OF DUTIES		
Abstraction of intelligence information from Soviet newspapers and periodicals and compiling it into reports.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

SECRET

(When Filled In)

SECTION XIII CHILDREN AND OTHER DEPENDENTS						
1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.			2		2. NUMBER OF OTHER DEPENDENTS (including parents, stepparents, sister, etc.) WHO DEPEND ON YOU AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.	
3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS						
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
Anna Tarasoff	wife	1923		x	USA	2819 - Gainsville Str. S.E., Washington, D.C.
Barbara Tarasoff	daughter	1945		x	USA	same as above
Raymond Tarasoff	son	1949	x		USA	same as above
ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS						
<p>Places of residence:</p> <p>18 Feb 1956 - 7 Jul 1956      Wesley Hall, 1426 21st Str., Washington, N.W., D.C.</p> <p>7 Jul 1956 - 1 Dec 1956      3605 - Minnesota Ave. S.E., Washington, D.C.</p> <p>1 Dec 1956 - Present      2819 - Gainsville Str. S.E., Washington, D.C.</p>						
DATE COMPLETED		19 Jul 1957		SIGNATURE OF EMPLOYEE		Bar D. Tarasoff

SECRET



## SECRECY AGREEMENT

June 12, 1955  
Date

1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.

2. I agree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.

3. I agree not to inform anyone that I am being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.

4. I agree not to disclose processing procedures I have observed in the Central Intelligence Agency.

5. I agree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

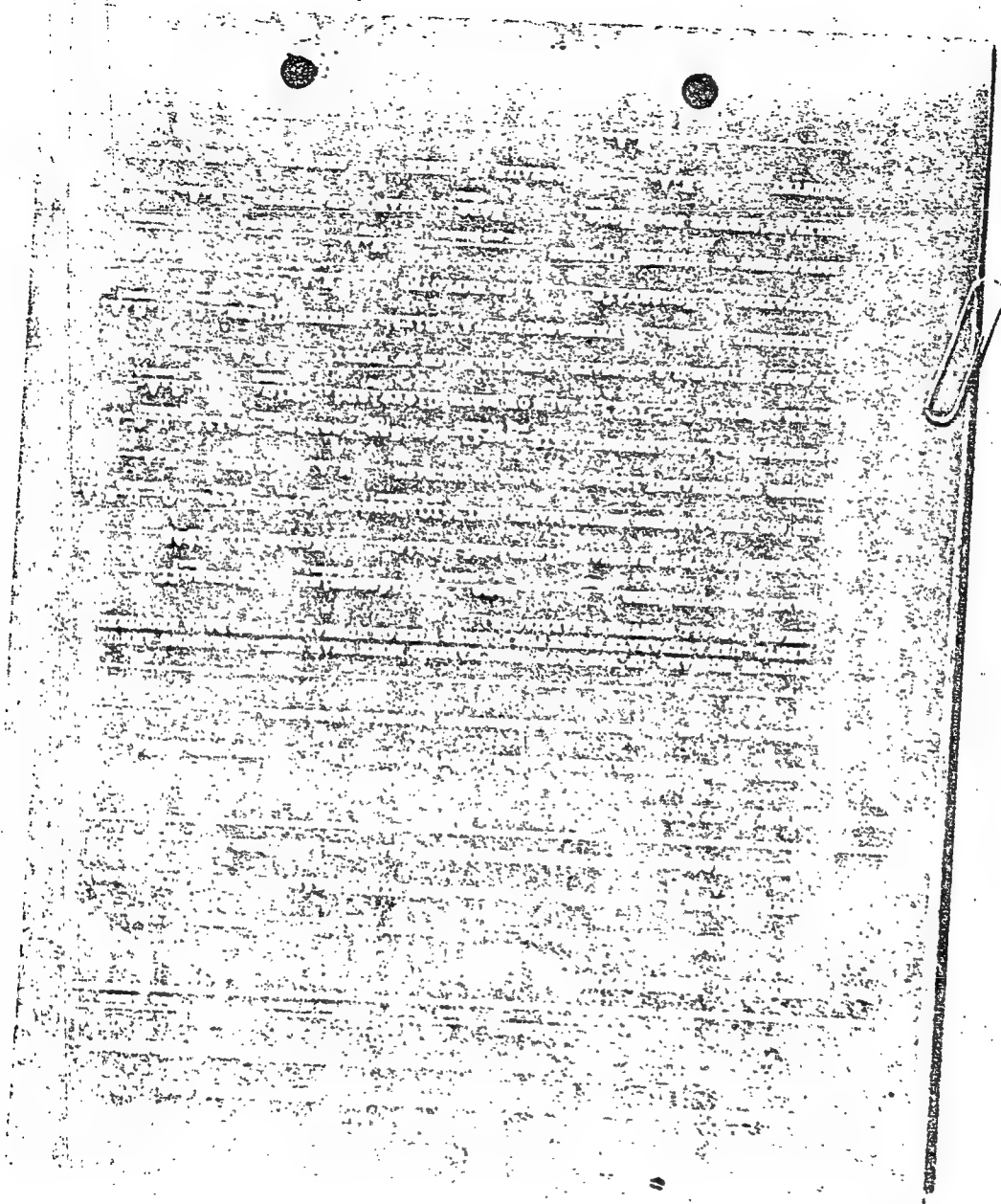
Boris D. Tarasoff  
Signature

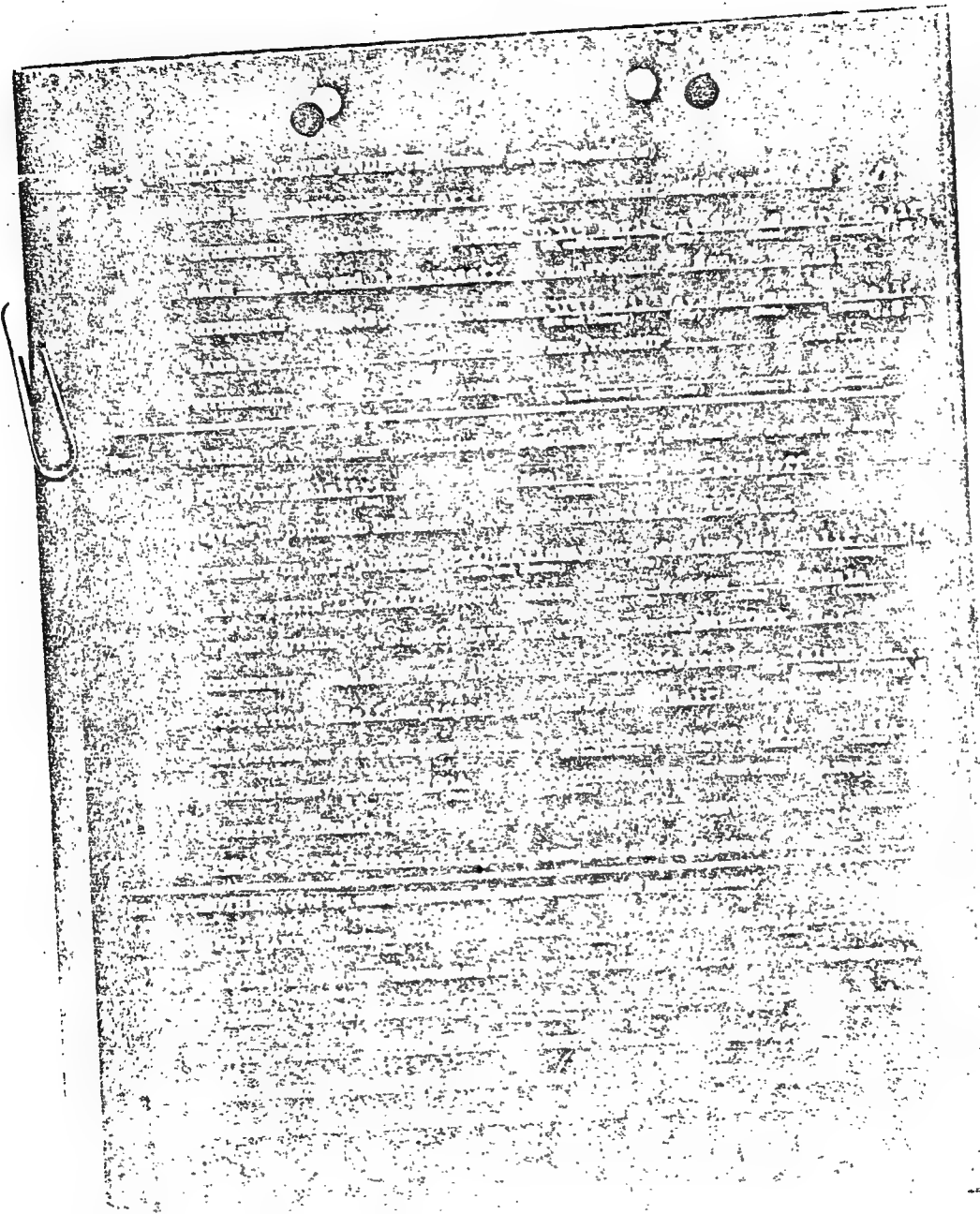
Witness  
Witness

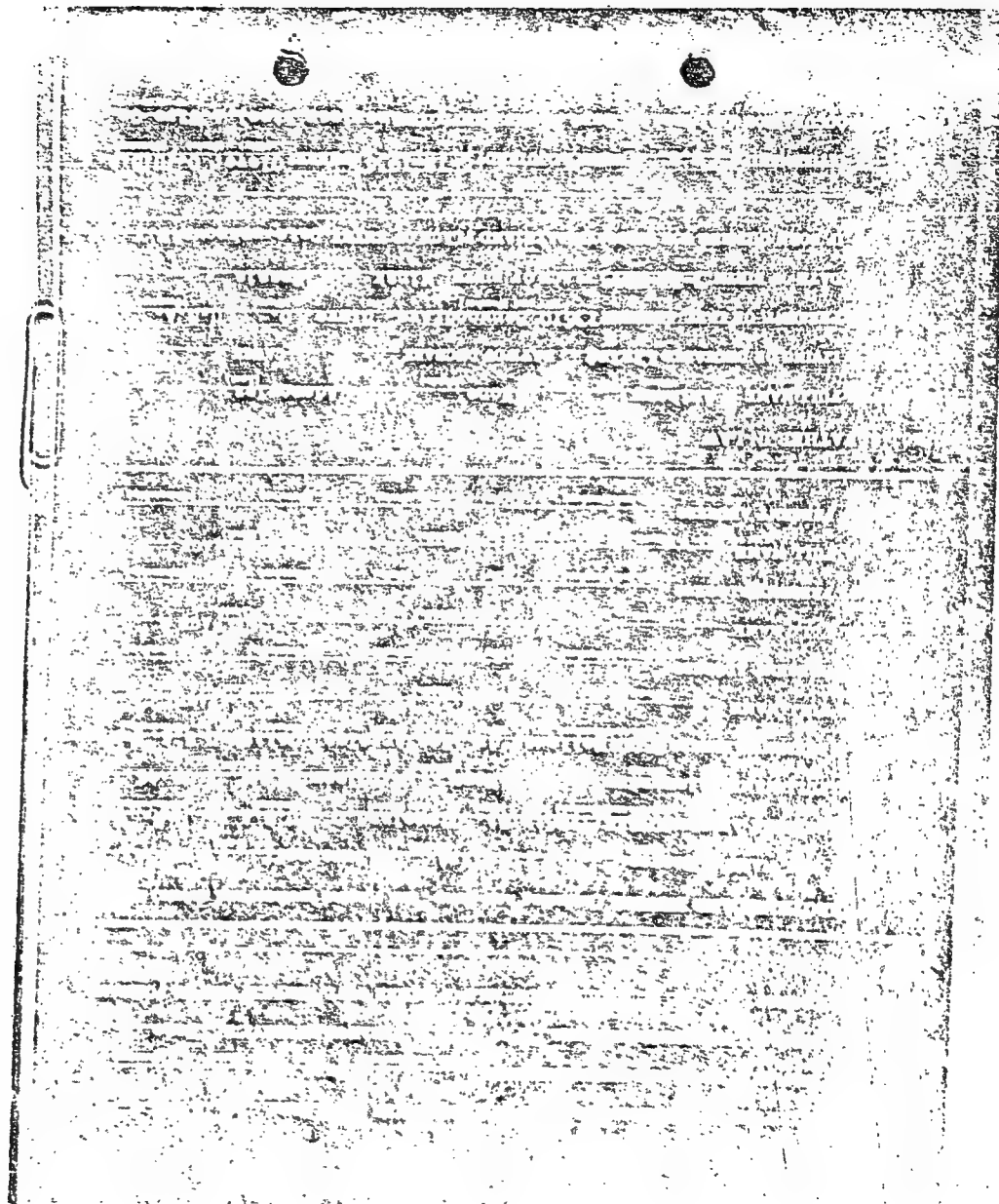
PERSONAL HISTORY STATEMENT

*22P*

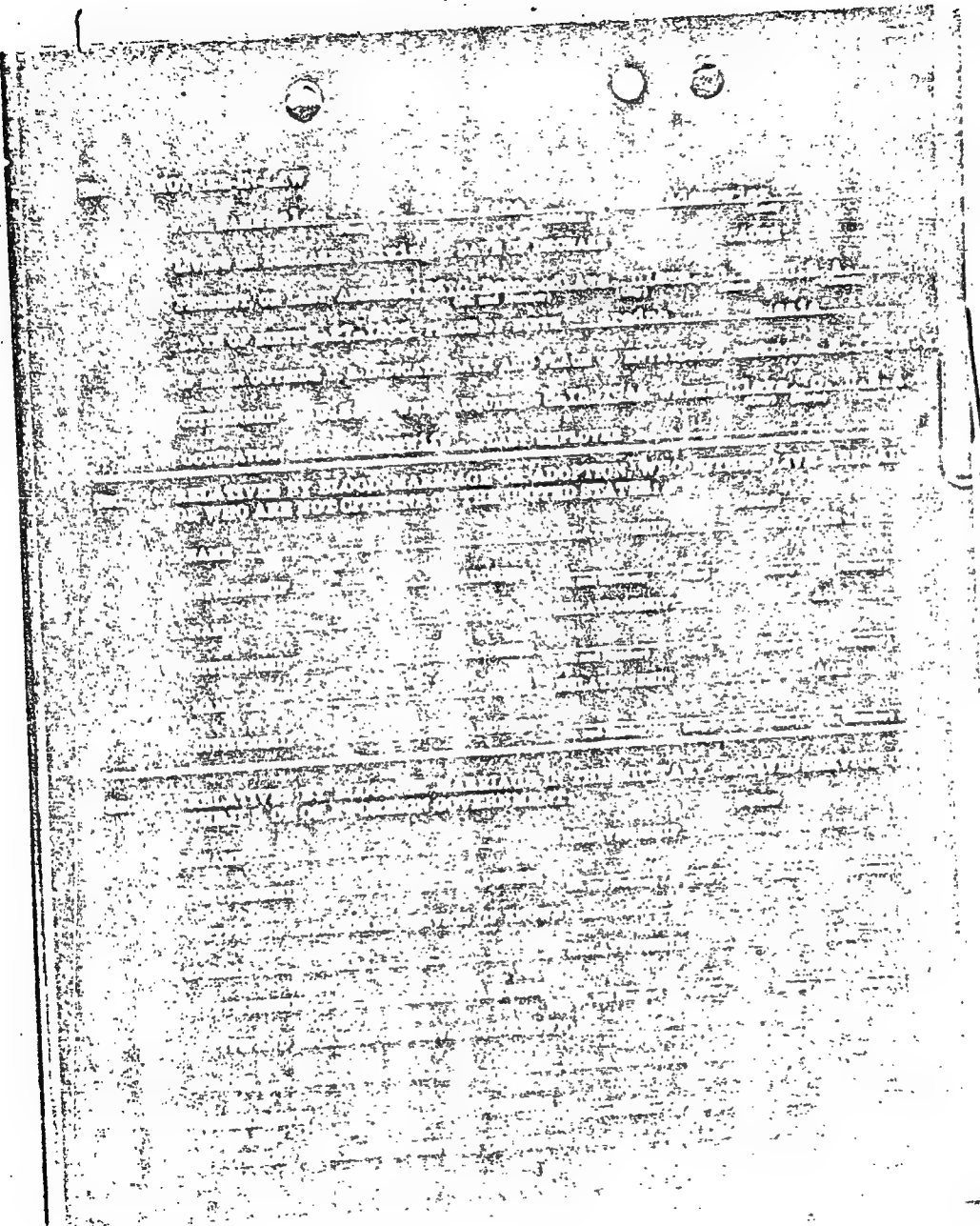
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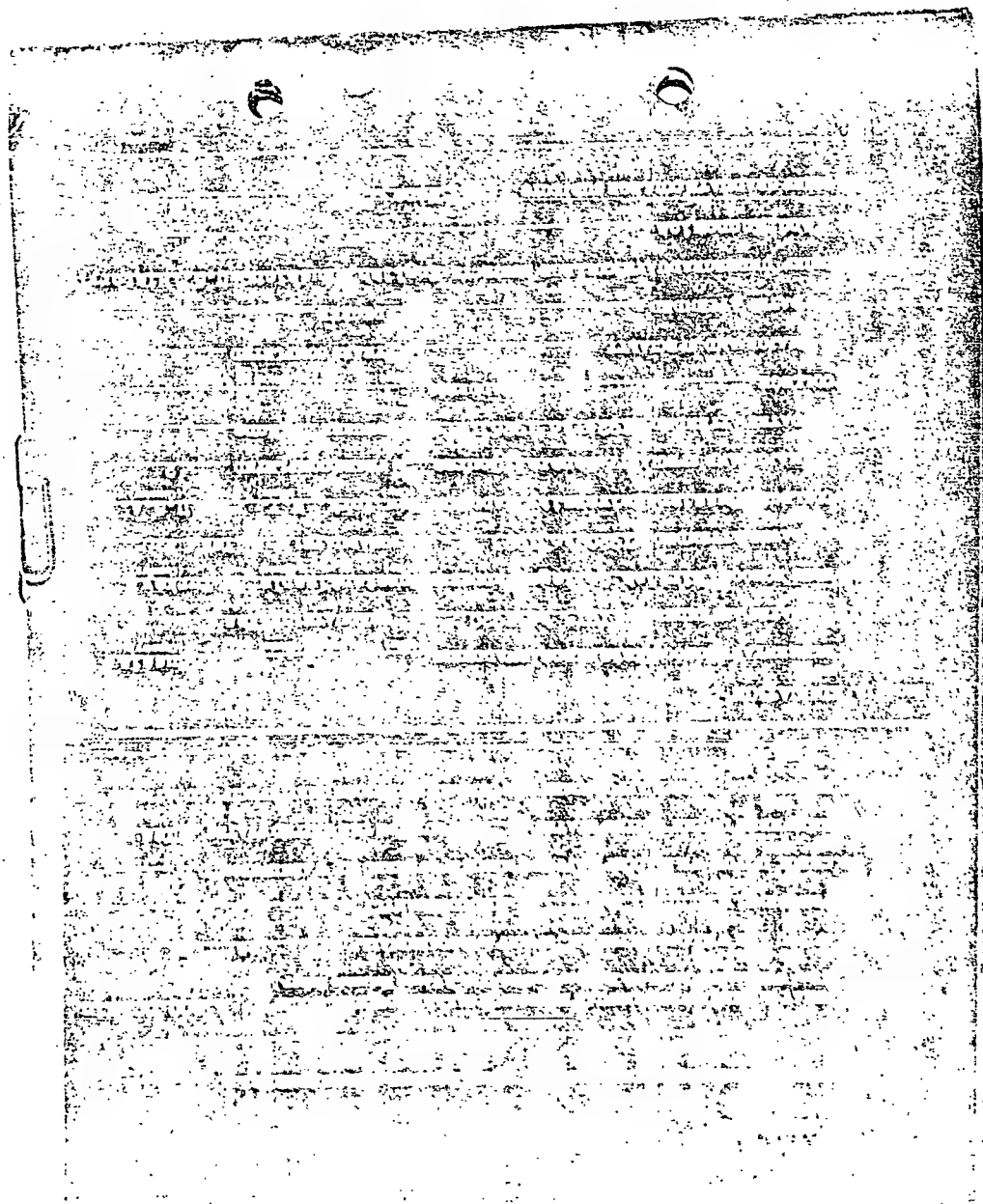




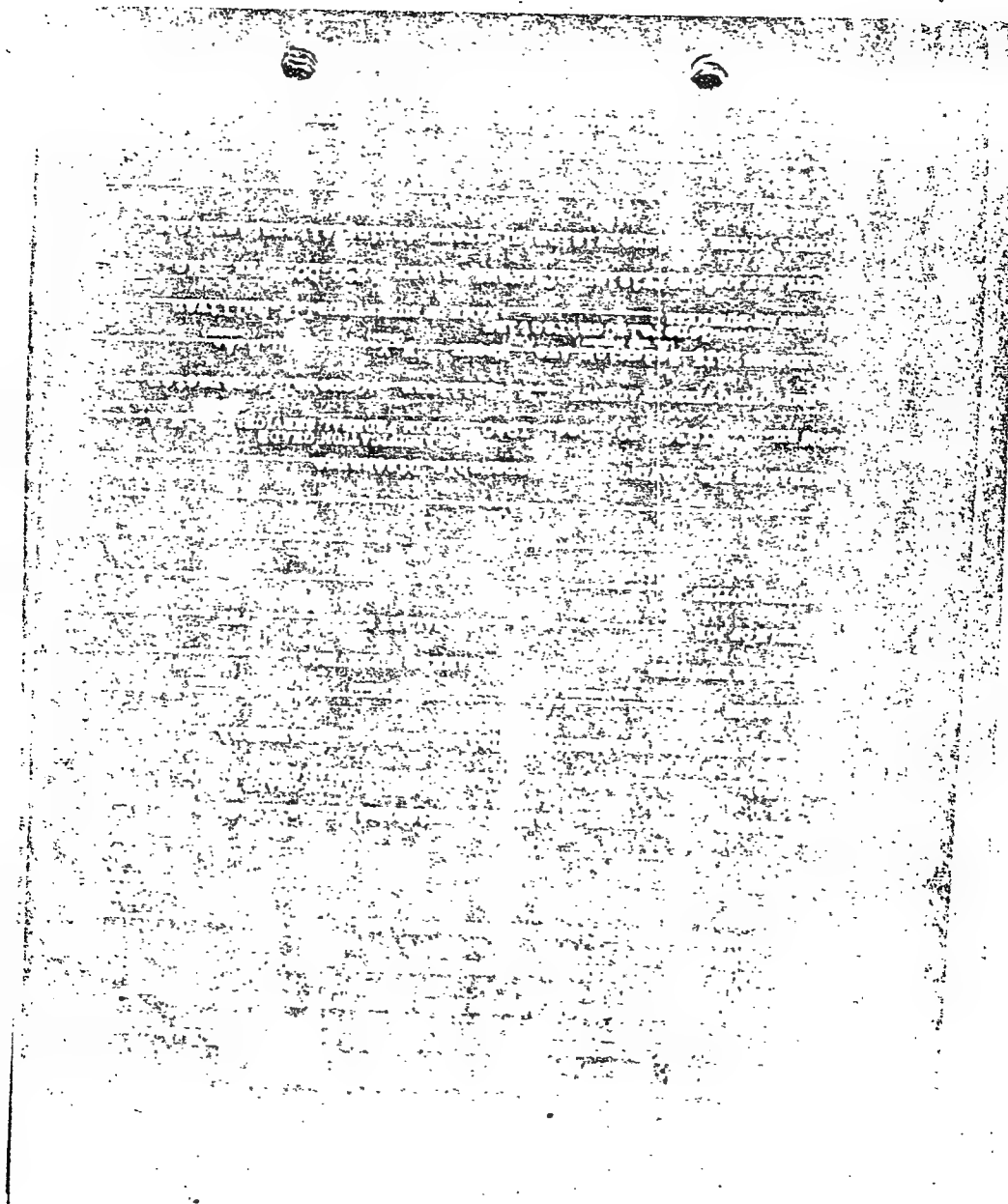


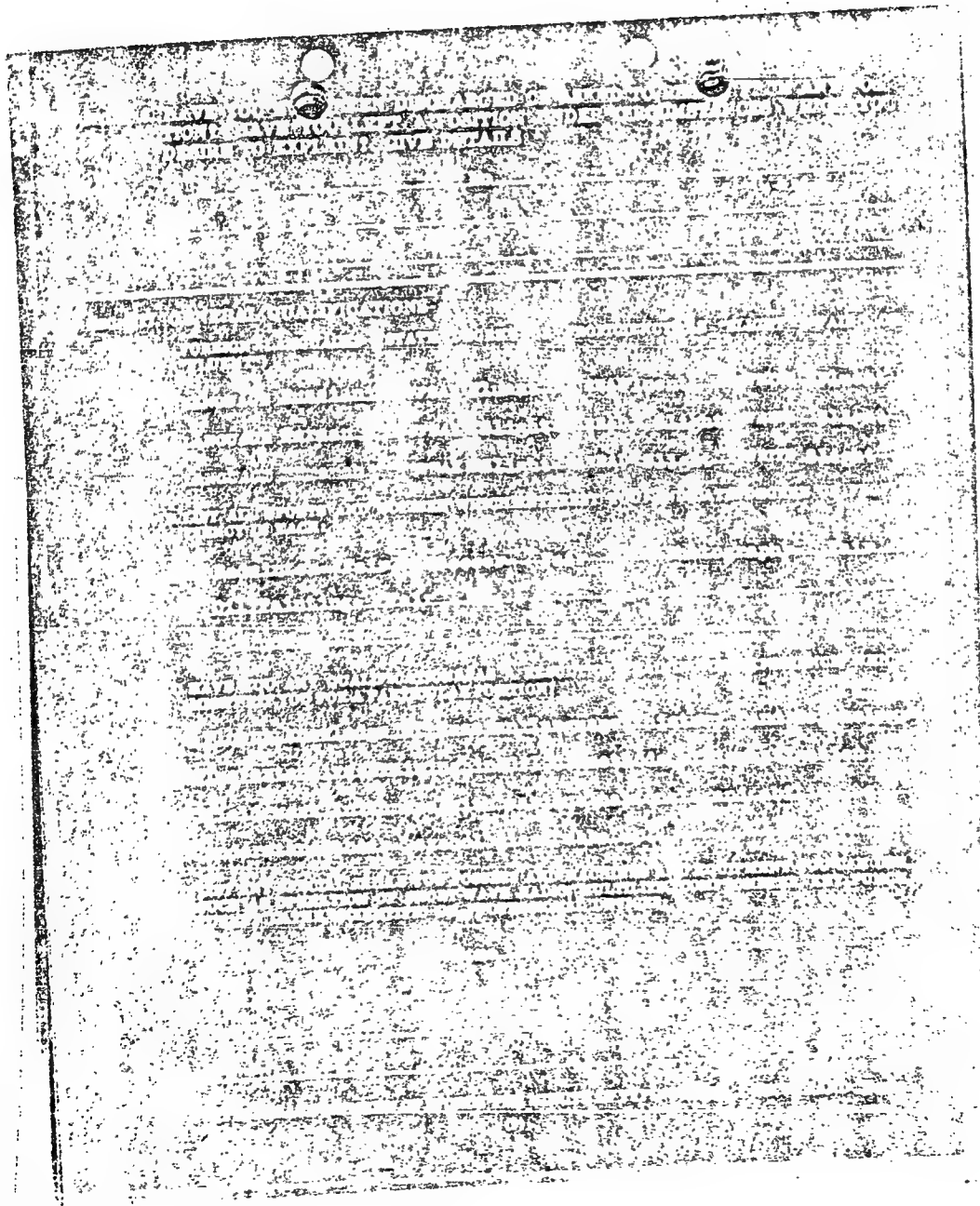


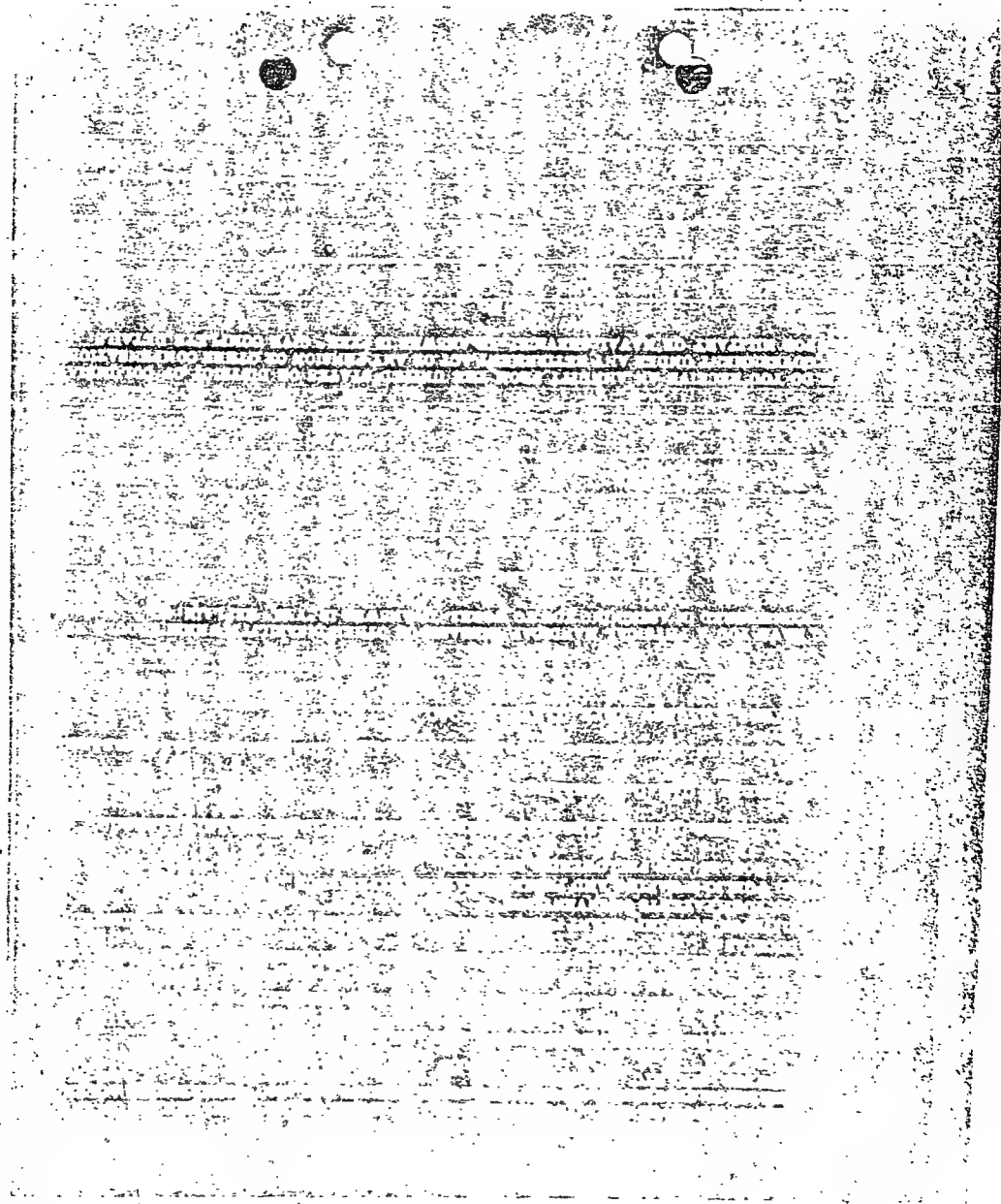




1. NAME (Last, First, Middle Initial)  
2. DATE OF BIRTH (Month/Day/Year)  
3. PLACE OF BIRTH (City, State, Country)  
4. CURRENT ADDRESS (Street, City, State, Zip)  
5. SOCIAL SECURITY NUMBER  
6. MARITAL STATUS (Single, Married, Divorced, Widowed)  
7. OCCUPATION  
8. EDUCATION (High School, College, Graduate)  
9. MILITARY SERVICE (Branch, Grade, Dates)  
10. CRIMINAL RECORD (Yes/No, Details)  
11. PSYCHIATRIC HISTORY (Yes/No, Details)  
12. SUBSTANCE ABUSE (Alcohol, Drugs, Details)  
13. MENTAL HEALTH (Current Status, Treatment)  
14. PHYSICAL HEALTH (Current Status, Treatment)  
15. ADDITIONAL INFORMATION (Notes, References)



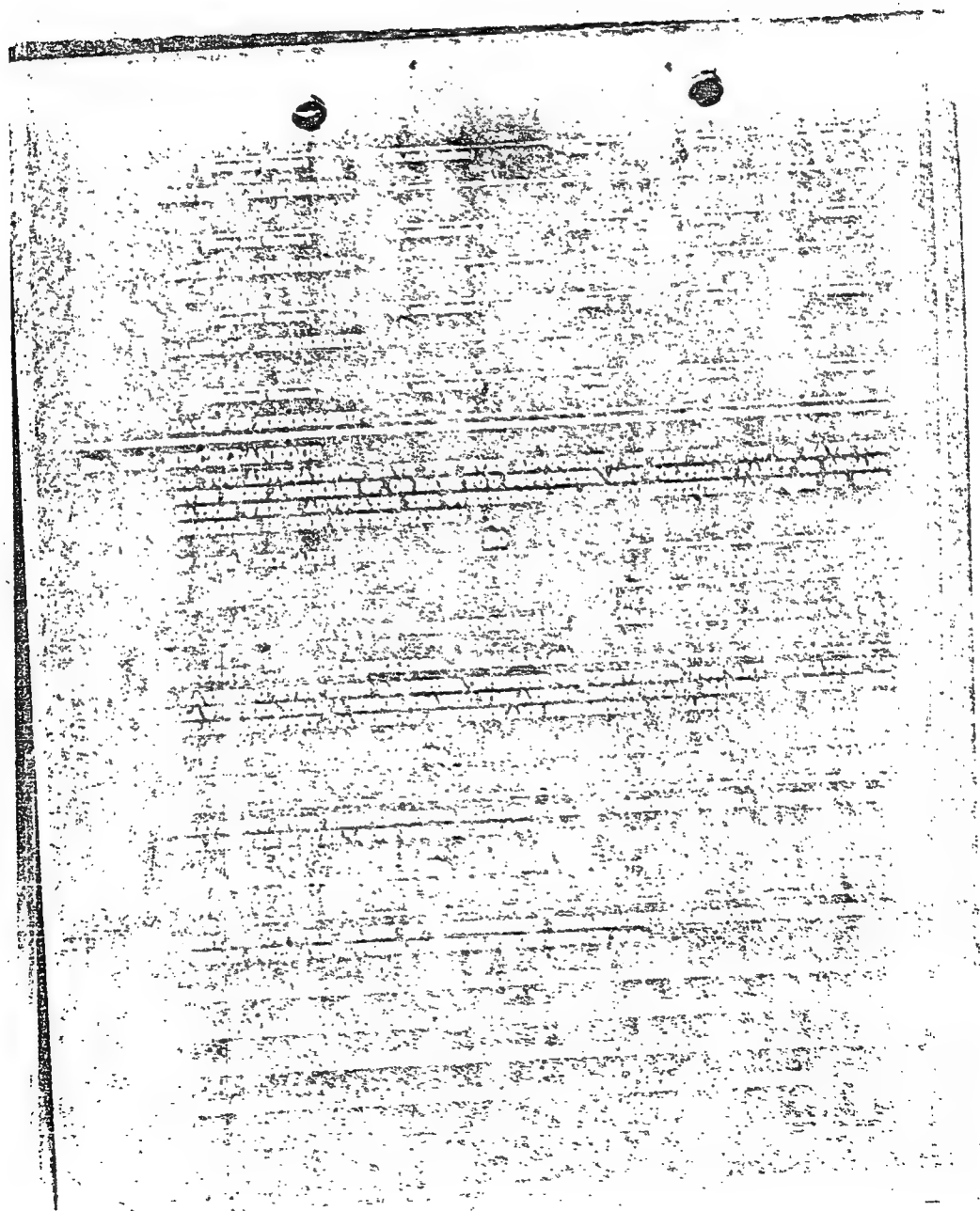


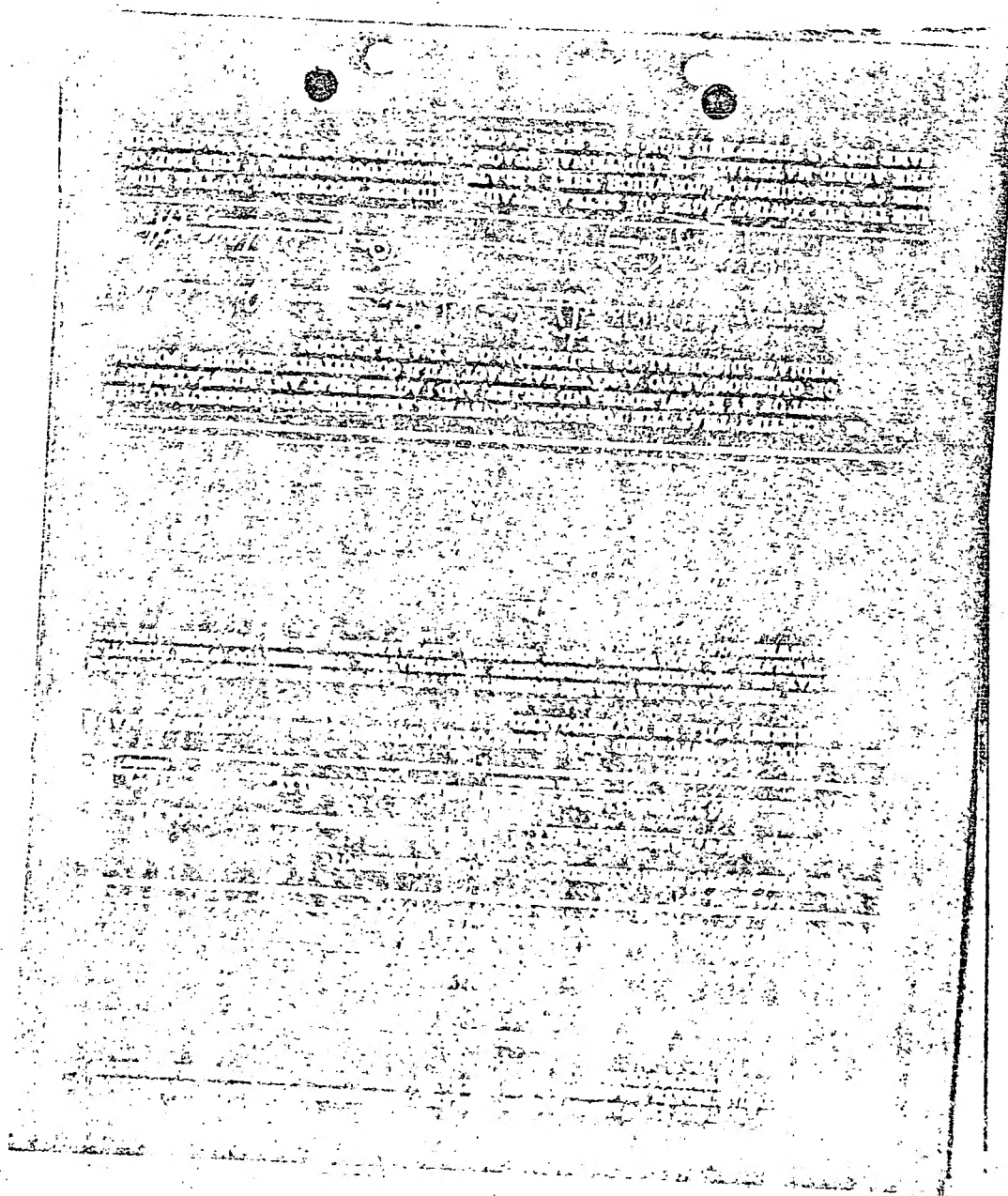


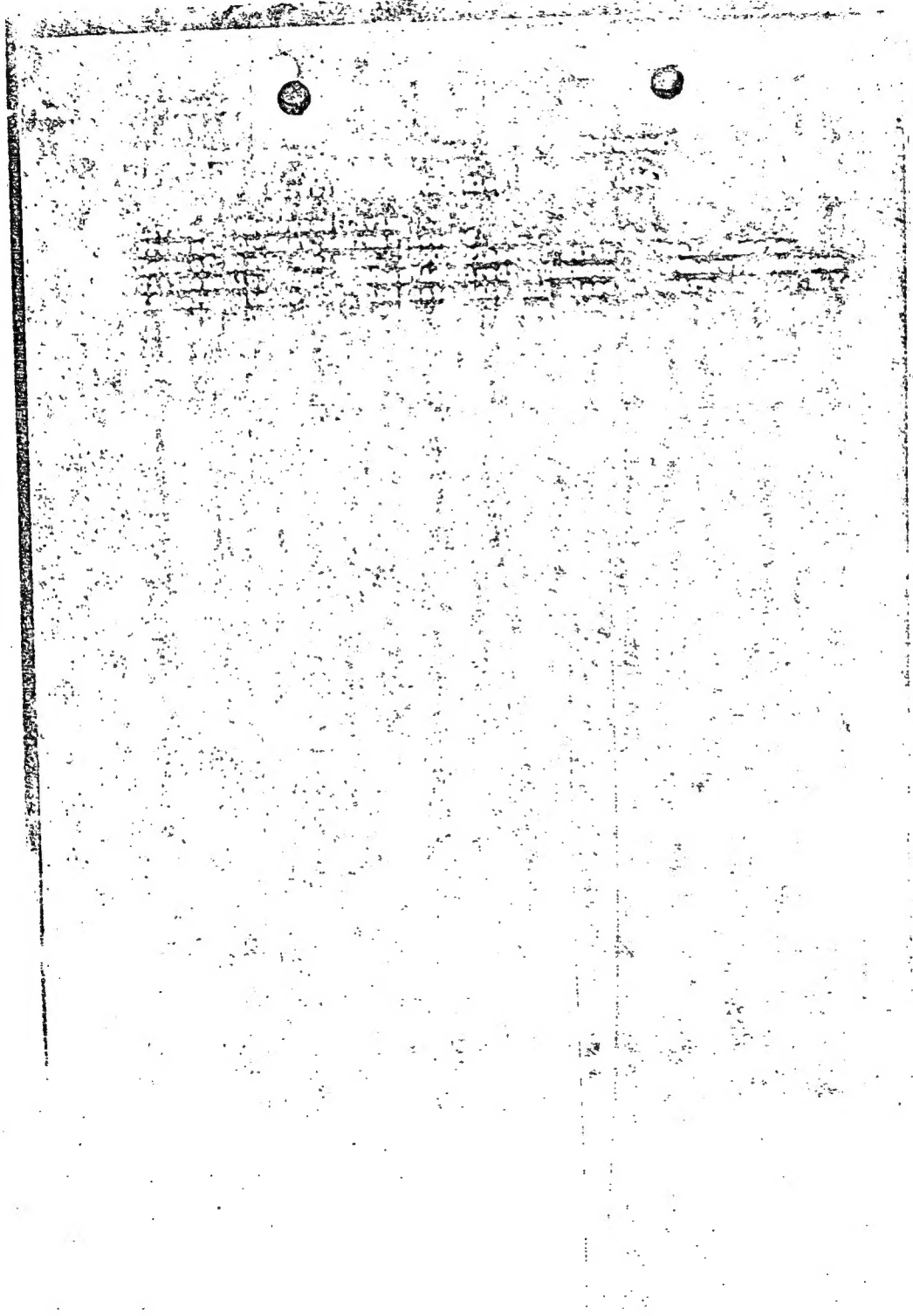


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CONFIDENTIAL  
(When Filled In)

STAFF AGENT CLEARANCE

DATE : 28 May 1963  
YOUR REFERENCE: Request for Security Clearance dated 28 May 1963  
CASE NO. : 104887  
TO : Chief, Contract Personnel Division  
ATTN. : Staff Agents Branch  
SUBJECT : *JANADIA, P. W. A.*  
~~XXXXXXXXXXXXXXXXXXXX~~

1. This is to advise that a security clearance is granted for the employment of the Subject as a Staff Agent, GS-11, by DDP/WII/3, in the capacity of

Operations Officer at Mexico City, Mexico.

2. If your office should desire at a later date to change the status or use of the Subject, a request to cover any proposed change should be submitted to this office.

3. Unless arrangements are made within 60 days for entrance on duty within 120 days, this Approval becomes invalid.

4. As a part of entrance on duty processing:

- ☐ A personal interview in the Office of Security must be arranged by your office.
- ☒ A personal interview is not necessary.
- ☐

*W. A. Osborne*  
W. A. Osborne

CHIEF, PERSONNEL SECURITY DIVISION, OS

**CONFIDENTIAL**  
SECURITY INFORMATION  
**SECURITY APPROVAL**

Date: 14 December 1955

TO: Chief, Records & Services Division  
Personnel Office  
FROM: Chief, Security Division  
Personnel  
SUBJECT: TARASOFF, Boris Dimitri

Your Reference: C-1235 DDP *FI*

Case Number: 104887

1. This is to advise you of security action in the subject case as indicated below:

- ☒ Security approval is granted the subject person for access to classified information.
- ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
- ☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of EOD procedures.

*Ed McNamee  
advised 12/14/55  
that  
will call*

*E. P. Geiss*  
Ernest P. Geiss

**CONFIDENTIAL**